



107 WEST MAIN STREET • WILLIAMSBURG, OHIO 45176

ADMINISTRATION (513) 724-6107 • FAX (513) 724-6109 • POLICE DEPARTMENT (513) 724-2261

COMMUNITY CENTER ROOM USE AGREEMENT

Applicant: _____

Address: _____

Phone: _____ Fax: _____

Date(s) and Times(s) of Requested Use: _____

Proposed Use of Room: _____

Approximate Size of Group (Maximum Occupancy is 48): _____

Special Requests/Conditions of Use: _____

RULES OF USE

1. Food and Drink of any kind are not allowed in the Community Center Room.
2. The individual or representative of the organization signing this application will be held responsible for any damages.
3. This use agreement applies only to the Community Center Room and restroom facilities of the Community Center.
4. Smoking is prohibited in the Community Center. Individuals wishing to smoke, must do so outside and at least feet (10) feet from any door to the Community Center.
5. Admission charge or sale of items is not allowed in the Community Center.
6. During regular business hours of the Community Center (Monday through Friday, 8:00 a.m. to 5:00 p.m.) individuals reserving use of the Community Center Room must park along the street. Parking lot is for employees and customers of the Village only during this time.
7. The Community Center room will be held for thirty (30) minutes past reservation time. After that, the room will be made available to other groups.
8. After hours use requires a key to be picked up the day of the reservation or the last regular business day prior to, and returned in person no later than 10:00 a.m. the following regular business day.
9. Any violation of these rules will result in termination of your use of the Community Center Room.

We the undersigned agree to the rules and regulations, and other applicable requirements of the Village of Williamsburg

Signature

Date

Approved By: _____

Date: _____