

City of
NORTON
Community Center

Welcome to the Shirley L. McGuire Community Center operated and maintained by the City of Norton. Reservations for the use of this facility are made via an application form obtained at the City of Norton Administration Office, 4060 Columbia Woods Dr. 44203. Rental information may also be obtained at our website (cityofnorton.org), or you may call (330) 825-7815 Ext 310 between the hours of 9 a.m. and 3:30 p.m., Monday through Friday.

Reservations: Reservation dates are guaranteed to be held only after a security deposit payment is received. Non-guaranteed reservations will only be held for 5 working days from date the call is received and maybe lost to another party if a date is scheduled and a deposit is made.

Cancellation Fee: A cancellation fee of \$50 shall be assessed whenever the lessee terminates a rental of the facility after a security deposit has been paid. The lessee should provide a cancellation notice in writing to the City. The \$50 cancellation-processing fee will be deducted from the security deposit and the remainder returned to the lessee.

Fees: Per Chapter 1064 – City of Norton Ordinance, residents are charged a different fee than non-residents (see fee schedule attached) for the Community Center. Also, non-profit organizations headquartered outside-the-city limits are charged a different fee than non-profit and civic organizations located within city limits.

A driver's license or utility bill may be accepted as proof of residency. A City non-profit organization must show both proof of residency and their non-profit status. A City civic organization shall maintain its headquarters address within the City and a majority of its membership and/or participants for both non-profit and civic organizations shall be comprised of City residents. An IRS Determination Letter should be filed with the City as proof of its IRS status.

DECORATIONS – Decorations must be free-standing and limited to the tables within the rented portion of the facility. **The use of confetti or glitter is prohibited. Taped or pinned signs or placards on the walls are also prohibited. Repair and/or clean-up costs will be deducted from the security deposit.** Any outside decorations or signs place for an event, shall be removed **NO LATER THAN** 12:00 Noon the following day.

CLEAN UP – The facility must be left in as good a condition as it was found. Floors need to be swept and mopped (if any spills). Trash from the facility and the restrooms will need to be removed and taken to the dumpster outside. **Clean-up costs will be deducted from the security deposit.** See the cleaning checklist for more information.

ALCOHOLIC BEVERAGES – If you intend to serve alcoholic beverages, you are **required** to arrange with the Norton Police Department for an off-duty Police Officer to be on the premises. Inquiries to arrange for an officer must be forwarded to the Police Department (330) 706-0084 Ext. 129 not less than two (2) weeks before the scheduled function. **If alcoholic beverages are served or used on the premises without the presence of an off-duty Police Officer, the lessee's security deposit will be forfeited in its entirety and the matter referred to the Police Department for investigation.** Alcoholic beverages may be served within stated limitations, but shall not be sold – it is illegal.

EXITS – Emergency exits are for **emergency** use only.

DAMAGES /INJURIES/LIABILITY – The lessee is responsible for any and all damages or injuries that may occur before or after their scheduled function, to the facility, the property or to any individual. This includes your guests (such as a caterer or other attendees), both inside and outside of the premises. Upon applying for the rental of the Community Center, the lessee agrees to defend, hold harmless, and indemnify the City of Norton, its officers, members, employees and agents in both their official and individual capacities from all liability, claims, demands, damages, or costs for or arising out of the use of the Community Center.

RULES NOTICE: *The rules noted herein apply to each lessee and are effective immediately:*

ACTIVITIES – Activities on City premises and property shall be consistent with City, State and Federal laws.

SURVEILLANCE – The Community Center is under recorded surveillance inside and out at all times.

HEATING/COOLING – The Building is heated and cooled for your year-round rental comfort with thermostats being preset. Since our facility is public-supported and subsidized, we must ask you to help us conserve energy by not re-setting thermostats.

INSPECTIONS – All rooms will be inspected prior to and following each function. Damage and/or misuse of the Community Center or its grounds are documented on video by surveillance cameras and will be reported to the Administrative Officer. **Repair costs will be deducted from the security deposit.** Any additional damage costs in excess of the security deposit will also be the responsibility of the lessee.

KITCHEN – The kitchen is available to any organization or group renting the facility upon request. An exception is those times when the Oak Room (Ballroom) and the Maple Room (Smallroom) are rented separately but for the same time period. In those cases, **the lessee of the Oak Room shall have exclusive use of the kitchen area.** Food spills and splashes must be cleaned up. The lessee is responsible for making sure that all catering equipment is removed from the premises and the kitchen shall be left neat and clean.

LIGHTS – All room lights shall be turned “off” upon leaving the building.

MICELLANEOUS – Permission may be denied for any function which is deemed illegal or potentially harmful to City property, or whenever the Administrative Officer deems such function is not in the best interest of the City of Norton. Whenever a specific request or issue is not covered by this policy, the Administrative Officer will decide the issue.

MUSIC – The volume of noise or music at an event must be kept at a reasonable level.

PERSONAL PROPERTY – Property or equipment shall not be stored, not left at the Community Center. The City will not be responsible for any personal property or equipment left at the Center. Equipment left on the premises will subject the lessee to a storage fee for the duration and the fee will be deducted from the security deposit.

PROHIBITED ACTIVITIES – Gambling and solicitation of any kind is not permitted on the Community Center Premises – these are illegal activities and violators will be prosecuted. Smoking is not permitted inside the Community Center premises.

SET-UP – It is the responsibility of the lessee to note the table set-up, as shown in the attached diagram. Tables and chairs shall be left in this arrangement before you leave. **Tables should not be handled by one person alone;** this creates damage to the edges and legs of the table. Extra tables used shall be returned to the storage closet in the Oak Room (Ballroom). If the room is not left as shown in the diagram, you will be charged a set-up fee and it will be deducted from your security deposit.

SECURITY ISSUES: Door passcodes will only be given to the lessee.

The lessee will be provided with a four digit “toggle number” to both open and lock the front doors. The toggle number will be entered using the digital key pad outside the front doors followed by the # sign (very important to enter the complete four digit and # sign for the lock to work properly.) Upon entering the toggle number the doors will unlock. When leaving the Community Center, the same toggle number will be used and after 3 – 5 seconds the door locks will engage. Please check to ensure the doors are locked. **If doors fail to open, enter the toggle number again – door should open.**

If the Center is found to not be locked after the function a \$25.00 fee will be deducted from the security deposit.

DO NOT ATTEMPT TO PROP THE FRONT DOORS OPEN AT ANYTIME, AS THIS WILL DAMAGE THE LOCKING MECHANISM. DAMAGES WILL BE CHARGED TO THE LESSEE FOR ANY DAMAGES INCURRED.

The Community Center is checked intermittently by a Norton Police Officer during hours the building is in use. The Officer’s final check will be at 1:00 AM to endure that the building has been locked and secured by the lessee.

SUPERVISION: The lessee shall be responsible for the supervision of all users or visitors (children, teenagers and adults) on the premises or property during the period of time the facility is rented.

POLICY CANCELLATION: This policy and the rules for the use of the Community Center stated herein supersede **Memoranda 05-03**, which was issued on May 3, 2005. That policy is hereby cancelled and this policy is effective immediately upon the signature of the Administrative Officer.

BUILDING INVENTORY

Oak Room (Ballroom) – (22) 60” round tables, 102 padded chairs, (5) 8’ rectangular tables, 30 metal folding chairs.

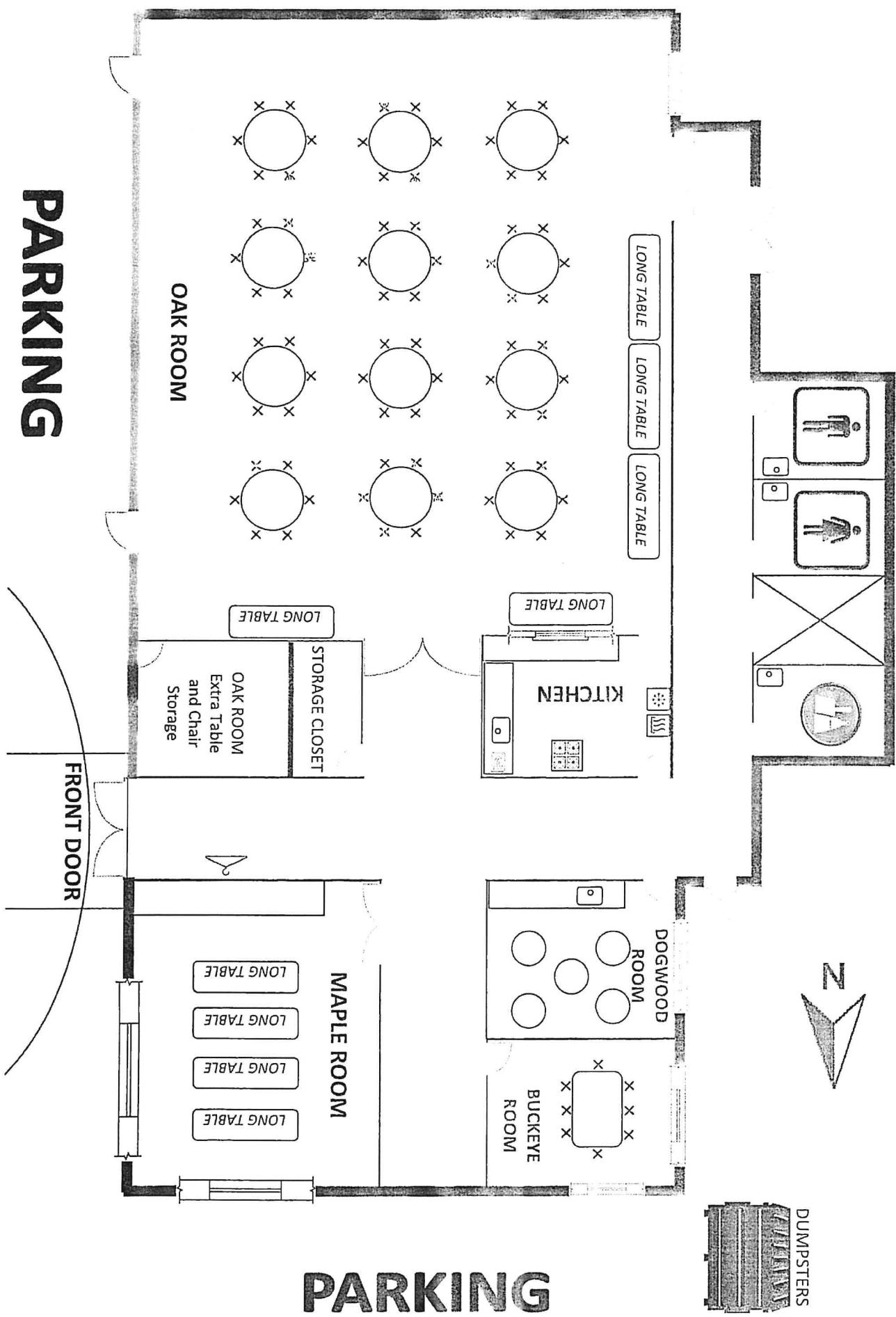
Maple Room (Smallroom) – (4) 8’ rectangular tables, (32) padded chairs, (1) 6’ rectangular table.

Dogwood Room (Senior Room) – (5) 48” round tables and (20) padded chairs.

Kitchen – Commercial Refrigerator, Stove, Warmer Box, Microwave, Sink, Bunn Coffee Maker.

Shirley McGuire Community Center

NOT TO SCALE



Community Center- Check List Must be completed

Name: _____

Date Rented: _____

Room Rented: _____

- Wipe off counters and tables:**
- Sweep floors (any dirt or food- Cleaned up):**
- Check floors for spills and food/Mop floors (if necessary):**
- Put all tables and chairs back (per chart):**
- Put extra tables and chairs back in closets: If you take out extra.**
- Take trash- OUT: Room rented and restrooms (including feminine product waste units in restroom stalls).**
- Replace trash bags- in all cans**
- Lock door when leaving- Verify**
- * **Comments – Date:** _____