

# RULES AND REGULATIONS

## ELIZABETH TOWNSHIP COMMUNITY CENTER FACILITIES

### I. INTENT AND PURPOSE

- A. It is the intent and purpose of Elizabeth Township, in the use of the Elizabeth Township Community Center facilities, and it is so prescribed that:
1. Any and all uses of the Center and of its facilities, other than uses by the Township itself, and any of its committees, boards, commissions, or divisions, shall be occasional, and shall not be scheduled on a regular and ongoing basis (unless prior approval by the Township Trustee).
  2. Any and all uses of the Center and of its facilities shall be approved by the Trustees of the Township, or by an individual designated by the Trustees to provide such approval.
  3. Prior to any use, the same shall be approved in written form on the "Function Form," a copy of which has been appended hereto, and, by reference, incorporated herein and made part hereof, and a completed copy of said Form shall be filed with the Clerk of the Township, or by such other person designated by the Trustees; and
  4. Any approval of use shall be listed and recorded on a master calendar to be kept and maintained by the Clerk or by such other person designated by the Trustees, but no use shall be so listed and recorded or allowed until a completed Function Form has been filed, and any and all fees and charges have been paid in full as required by these Rules and Regulations.

### II. PERMITTED USES

- A. The following constitutes uses which will be permitted in the Center and on Center property:
1. The use of any public sector organization, including public schools and any division of the same; and Elizabeth Township, Ohio; Miami County, Ohio; any other township located within Miami County, Ohio; and any village or city located within Miami County, Ohio; and any committee, board, commission, or division of any such entity, and any function of the same.
  2. The use of any not for profit group, including non-public schools; churches; and senior citizen organizations;
  3. The use for fund-raising and other activities by veteran's organizations and scouting groups, and by other public service, not-for-profit or charitable entities;
  4. The use for craft shows, bake sales, and community activities of general interest or benefit to the community or to a significant portion of the same. No business uses shall be permitted which are other than home occupations, such as, Avon, Away, or crafts.
  5. Private, non-partisan uses, including graduation parties; weddings and wedding receptions; and family reunions; and
  6. Any other uses which is not inconsistent with the public nature of the facilities and their preservation for the general benefit of the community, and which are approved, on a case by case basis, by the Trustees.

### III. SPECIFIC REQUIREMENTS

- A. Prior to the occurrence of any use, the person or persons in charge of the same, for himself or herself, and for the organization under the auspices of which the event is planned to be held, if any, shall execute an appropriate document fully releasing and indemnifying Elizabeth Township, Ohio, and any officer, employee, and/or agent of the same from any and all liability or claim related to the proposed use or any act, omission, or activity related thereto;
- B. The person in charge of any use shall arrange access to the building and/or any other entrance to the grounds of the Center, as may be consistent with the proposed use, and shall return the key or keys to the Township House, or to such other location as the Trustees may designate no later than 12:00 o'clock Noon on the next regular business day following the date of the use;
- C. Any and all fees related to the proposed use must be paid not less than twenty-one (21) days prior to the date of the same, or upon approval if less than 21 days provided any and all fees are paid in full. and no person or entity will be permitted to rent the Center or any portion thereof, or reserve its

use if any amounts are due or said individual or entity to the Township in relation to any prior use of the Center or any part thereof;

- D. The use or possession of alcoholic beverages, and the illegal use or possession of any controlled substances within the Park or any use of its facilities at any time is prohibited;
- E. The use or possession of any firearm or dangerous ordinance within the Center building, or the illegal use or possession of any firearm or dangerous ordinance anywhere on the premises of its facilities, other than that permitted by law in relation to the activity of law enforcement officials of the township, Miami County, the State of Ohio, or the United States Federal Government, is prohibited;
- F. At the conclusion of any usage of the Center or of any of its facilities, any and all rubbish and trash shall be bagged, and the area shall be cleaned and returned to an orderly state and condition.

#### IV. FEE / NONREFUNDABLE

- A. There shall be no fee or charge for any use of the Community Center or any of its facilities by the Township of Miami County, Ohio, or any committee, board, commission, and/or division of the same;
- B. The charge for the use of the Community Center building by any governmental entity, other than the Township, and Miami county, Ohio, and any committee, board, commission, and/or division of the same, or by any not for profit group shall be Twenty-Five and 00/100 Dollars (\$25.00) per usage to defray the cost of utility usage;
- C. For uses, other than business uses, by non-governmental entities or by entities which are not for profit entities, the charge shall be per Amendment A or latest revision, with Twenty-Five and 00/100 Dollars (\$25.00) of the same to be refunded after inspection of the premises by officials or designated representatives of the Township and their determination that all trash and rubbish has been removed from the area; that the area is clean and orderly; and that no vandalism or damage has been caused or occurred therein. Failure to so comply shall result in a forfeiture of all and any portion of the refundable portion of the fee as the Township deems appropriate. Any acts of vandalism or criminal mischief involving Community Center property shall be subject to prosecution, and any damages to the premises shall be subject to civil claim and recovery; and
- D. All usage fees shall be paid to the Clerk of the Township no later than twenty-one (21) days prior to the proposed usage, and the same shall be deposited by the Clerk into the General Fund of the Township within a period of not more than twenty-four (24) hours after the receipt of the same.

*Appropriate refunds of deposits, which are consistent with these Rules and Regulations, may be authorized by the Trustees.*

#### V. FUTURE USE OF CENTER FACILITIES.

- A. Any violation of any term of these Rules and Regulations shall be considered to be a material and significant breach of the obligations of the responsible individual and/or group user, and shall constitute grounds for the termination of any ongoing use, and the prohibition against any future usage of the Center and of any Center facility by the responsible individual and/or group user.