

CAMDEN TOWNSHIP RECYCLE BUILDING

TERMS, CONDITIONS, & GENERAL REGULATIONS

SCHEDULING

To schedule, contact the Township Fiscal Officer at 440-775-2015 or fiscalofficer@camdentwp.us
(Office: 42 Court St., Kipton 44049– **Please call before coming.**)

PAYMENT

A holding fee will be required to set a date in reserve as indicated by the hall rental coordinator. Full payment is due **90 days prior to scheduled date**. If balance is not paid, date and deposit will be forfeited! There will be a **\$30.00 fee for all returned checks**. This returned check fee and the required rental payment must then be made in cash or by money order. (If paying in cash, bring exact amount.) **Make checks and money orders payable to: Camden Township (Mail to: P.O. BOX 172, KIPTON OH 44049.)** If paying in **cash** at the office, please bring the exact amount. We cannot make change.

CANCELLATIONS

A \$25.00 cancellation fee may be withheld from paid rental fees that are eligible for refund. In order for paid rental fees to be eligible for refund, written notification of cancellations must be received no later than **90 days** prior to the scheduled event date.

DAMAGE AND OTHER CHARGES

All damages will be charged at full replacement cost of the items.

A \$15.00 per hour fee will be charged if anything is left for next-day clean up. It is especially difficult for Township Staff to clean properly if another event is scheduled for the day after your event.

CURFEW

Curfew is **MIDNIGHT**, and clean up must be completed by 1 a.m. (See other regulations for clean-up.)

PERMITS

Caterers must have a **CURRENT HEALTH BOARD PERMIT** and **adequate liability insurance coverage** as determined by the Township Trustees.

If any **ALCOHOLIC BEVERAGES** are served, it is your responsibility to comply with any and all laws, regulations, and rules set forth by the Ohio Department of Liquor control and to obtain any permits required by said agency.

In case of power failure due to **OVERLOADING** circuits or other problems, call the Trustees: Jim Hozalski 935-1810, Gust Ristas 775-2521 or 935-4071 & Jim Woodrum 821-2846.

No meetings or activities may be conducted on the Township premises, which are not open to the Camden Township elected officials or their designated representative.

Call: John Ciarrone at 440-775-2015 several days before the event to arrange for a key. Office hours vary. (Evenings for emergency key, John 440-935-7258 or Cherie Parrish 440-610-5520. Please leave a message. Phone may not ring for unknown number.)

YOU FURNISH:

- ☞ Extra trashcan liners – large, 40-45-gallon size & empty or replace 10 gal. restroom liners. Replace the liners before you leave. (\$1/bag charge if not replaced.) There should be liners in cans when you arrive.
- ☞ Paper towels for kitchen use
- ☞ Kitchen items: Serving utensils; dishes/silverware; dishcloths, towels and detergent for clean-up.
- ☞ Decorations: May be used around windows, doorframes, and decorating board.

Use Tape Only! No thumbtacks or staples except on bulletin board! Remove tape when done!

WE FURNISH TO YOU:

- ☞ Warming kitchen with stove, refrigerator, & sink. Food must be pre-cooked.
- ☞ 6 – 8'x30" tables
- ☞ 65 Folding chairs (**Room capacity is 70.**)
- ☞ Broom and dustpan, mop and bucket (for small clean ups) in closet by entrance
- ☞ 2 Large trash containers
- ☞ 2 high chairs
- ☞ Paper towels, hand soap & toilet paper in restroom

USE OF FOLLOWING IS PROHIBITED:

- ☞ Push pins, tacks and staples except on bulletin board.
- ☞ No substance shall be placed on the floors for dancing.
- ☞ Candles
- ☞ No animals shall be permitted inside the building. Special requests must be made to the Board of Trustees. (440-775-2015)

OTHER REGULATIONS

- ☞ **All trash is to be taken with you.** There will be a **\$15.00** charge for each bag of trash that is left on the Township premises. \$1.00 charge from Security Deposit for bags not replaced. **The bins outside are for clean Paper & Cardboard recycling only!**
- ☞ All tables and chairs are to be cleaned, dried & returned to their proper places. Please lift tables to move & stack tables face to face to avoid scratching.
- ☞ Check the refrigerator & freezer.
- ☞ In the **winter**, set the thermostat **at 60** degrees before leaving. Fan should be left on.
- ☞ **Leave** the restroom door **open &** in the **winter**, **open** a door under the sink **when you leave.**
- ☞ Check that kitchen & bathroom water are off & turn off all lights before exiting.
- ☞ Premises must be cleaned and vacated by **1:00 a.m.** (Guests must exit by **midnight.**)
- ☞ Lock door, holding open, **leave key in cabinet** over stove. Turn off lights. Make sure door is secure.
- ☞ The Township Building should be left in the same condition as it was found. If this condition is not met, there will be a **janitorial charge of \$15 per hour. \$1.00/can charge for replacement of bags.**
- ☞ There shall be no dumping of grease or garbage into the drains in the kitchen or restrooms.
- ☞ Park only in the graveled/paved areas. **Do not park in front of garage door!**
- ☞ Observe all posted rules.
- ☞ Observe the room capacity (70) as posted by the Fire Chief.
- ☞ The Sheriff's Department & Trustees have the authority to enter the Building at any time.

Please notify the office of any problems or repairs that should be made.