

**VILLAGE OF CARROLL**  
89 EAST CANAL STREET, CARROLL, OHIO 43112

**RULES/REGULATIONS FOR USE OF THE CARROLL CIVIC CENTER**

Call Village Office to reserve, 740-756-4031.

Cost to reserve is \$50.00 for up to and including 4 hours; \$75.00 for over 4 hours and up to and including 8 hours; and \$100.00 for anything over 8 hours.

This amount to be paid at the time of reservation and if not cancelled within 7 days of the rental time, amount will not be refunded.

A deposit in the same amount, in a separate check, is required. This deposit check will be returned if the Civic Center is left in a clean and orderly condition, as found.

- No alcoholic beverages or smoking. No firearms.
- No free use to organizations at this time. We do hope that there will come a point of time that financially we will be able to do this.
- Clean floors of any residue, food, party decorations, etc. Dust mop, brooms, and vacuum are in the closet with double doors in bay area.
- Tables and chairs can be moved around; however, they **CANNOT BE** taken down and stacked along the walls. If moved around please put back where you found them.
- We do ask that you **DO NOT** tape anything to or on the painted walls.
- Upon leaving make sure that thermostats are set to 55 in winter and 85 in summer when A/C.
- Lock both doors and turn out all lights.
- Tie up all trash and place in red dumpster outside under the tree.
- Make sure all kitchen appliances unplugged, such as coffee pots, microwave etc.
- Leave dish rags, towels etc. on the counter, we will launder.
- The person that cares for the center, will notify the Municipal Office of any violations.

If you have any questions call Crystal at 740-304-9557

Thank You.