

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.

We ask that the facility is left in a clean and orderly fashion; brooms, mops, sweeper etc. are available for clean-up.

- **DO NOT** take table and chairs down. They can be moved but not taken down.
- 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 is on and all ceiling fans are off.
- Lock both doors and turn out all lights.
- Tie up all trash and place in the large green container in the storage room (with the louver doors), no loose trash to be placed in this container.
- 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 Mary at 740-808-4575 or Stella at 740-756-4146.

Thank You.