

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. This is a State law.

Village not responsible for loss/cancellation of reservations in the event that lease of the facility is terminated.

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

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, micro etc.

Leave dish rags, towels etc. on the counter, we will launder.

We do ask that you DO NOT tape anything to or on the painted walls.

DO NOT take table and chairs down. They can be moved but not taken down.

The person that cares for the center, checks, cleans etc. 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.