

VILLAGE OF CARROLL

68 Center St., Carroll, OH 43112

740-756-4031 (Call the village office to reserve)

Office hours: Monday-Thursday from 10:00 a.m.-4:00 p.m.

CARROLL CIVIC CENTER, 89 E CANAL ST, CARROLL, OH 43112

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

- No alcoholic beverages or smoking.
- No firearms.
- No taping, nailing, stapling, or pinning anything to walls, doors, or trim.
- Tables and chairs can be moved around; however, you are required to put them back the way your found them.
- **DO NOT** stack tables and chairs.
- You are required to clean floors and tables of any residue, food, party decorations, etc. Dust mop and brooms, are located in the closet with the louver double doors. The closet is located in the bay area.
- Tie up all trash and put in red dumpster located outside, behind building under the tree.
- Unplug all small appliances.
- Make sure oven is turned off.
- Leave dirty dish rags on counter for village to launder.
- Turn the AC/Heating units down to 60 in the winter and 85 in the summer.
- Lock both exterior doors and turn off all the lights.

The person who cares for the Carroll Civic Center will notify the Municipal Office of any violations.

Please call Melissa if you need anything during the party at 740-652-4133

Alternate Numbers: 740-808-4488 (Mayor-Preston Barringer)

740-972-5020 (Crystal, Fiscal Officer)

Thank you for your cooperation.