

**MONROE COMMUNITY ROOM
RULES AND REGULATIONS**

- (a) The Monroe Community Room is to be used primarily for local community organizations, but shall be available for private functions as well.
- (b) Activities are scheduled on a first come, first served basis with priority being given to organizations meeting on a regularly scheduled basis. Each organization wishing to meet on a weekly basis will notify the City at the start of each year. A new application will be sent out. It must be sent back. If the Monroe Community Room is continuously left unclean, there will be a charge for cleaning the Community Room.
- (c) All activities and reservations are subject to the approval of the City Manager or designee.
- (d) **Maximum capacity of the Monroe Community Room is 150.**
- (e) The City Manager may refuse use of the facility as his or her sole discretion if the proposed use is deemed to constitute disruptive force and/or a danger to the health, safety, or welfare of the public.
- (f) ***NO ALCOHOLIC BEVERAGES, SMOKING, OR FIREARMS ARE PERMITTED.***
- (g) No function shall begin prior to 8:30 am or run past 11:00 pm.
- (h) All trash is to be put in trash bags and placed in the facilities dumpster. Replace bags in cans if they are thrown away. New bags are found in the bottom of the cans. Sweep floor, wipe off tabletops, and clean kitchen if used. The Community Room must be neatly organized.
- (g) Special permission must be obtained for the placement of props, decorations, and the like and, if approved, the same must be removed within the approved reservation time.
- (h) Absolutely no structural alterations or additions are permitted to the Community Room.
- (i) No assembly program or activity that disturbs the peace, incites to riot, or provokes dissension or public protest will be permitted.
- (j) Use of the Community Room does not constitute City endorsement, agreement, or support of any group, program, or activity.
- (k) Application may not be approved for any use which is not under satisfactory sponsorship or adequate adult supervision.
- (l) Each applicant agrees to protect, hold harmless the City of Monroe and its employees from all liability arising from the applicant's use of the facility.
- (m) The City Manager or designee shall have free access to the Community Room at all times.
- (n) Gambling is prohibited.
- (o) No use of open flames will be permitted.
- (p) All motor vehicles will park in designated parking areas only.
- (q) You must be in and out of the Community Room according to your scheduled reservation.
- (r) Other than service, civic and/or non-profit organizations serving the Monroe area, all others must submit a one hundred fifty dollar (\$150.00) deposit at the time of reservation. The reservation and deposit must be made in person at the City Building before the Community Room is actually reserved.
- (s) Civic and/or non-profit organizations serving the Monroe area must submit a one hundred dollar (\$100.00) deposit at the time of reservation. The reservation and deposit must be made in person at the City Building before the Community Room is actually reserved.
- (t) One hundred dollars (\$100.00) of the deposit shall be mailed within twenty (20) days of the rental provided the inspection of the Community Room indicates that the facility was cleaned, left in an orderly fashion and no damage has occurred. Forfeiture of the deposit will be at the sole discretion of the City Manager or designee, after determination that some damage to the building, grounds, or equipment was sustained while under supervision of the applicant.
- (u) The City does not waive any future claim of recovery for damage sustained while under the supervision of the applicant.
- (v) A cashier's check or cash may be required at the sole discretion of the City Manager.
- (w) A key for the Community Room can be obtained from the Police Dispatcher and must be returned immediately following use.
- (x) The tables and chairs can be moved around but they cannot leave the building. The tables must be neatly organized.
- (y) Before leaving, turn off all lights.
- (z) Report any problems to the Police Department.
- (aa) Church groups may not use the Community Room for regularly scheduled church services.
- (bb) All Service Organizations will be billed a twenty-five dollar (\$25.00) fee if the Community Room is not found to be cleaned and left in an orderly fashion.
- (cc) Disruptive behavior interfering with other uses of the facility will not be tolerated. Interference may result in immediate dismissal from the premises and/or denial of applicant's use of the Community Room in the future.
- (dd) Restrooms are located in the lobby adjacent to the Community Room. The rules and regulations established for the Community Room apply to these restrooms where applicable.
- (ee) If you have any comments or concerns about the Community Room, please let us know. Please enjoy your use of the Community Room and keep it clean for all to use.
- (ff) Applications for use of the Monroe Community Room shall be on a form as designated by the City Manager.

City of Monroe
Community Room/Conference Room Rental Application
6 East Avenue, Monroe, Ohio

Monroe Community Room (capacity 150) - \$150.00
Small Conference Room (capacity 20) - \$100.00

Applicant's Name _____

Applicant's Mailing Address _____

Telephone _____ Email _____

Non-Profit deposit to be refunded to:

Name _____

Address _____

EIN Number (Company/Organization) _____

Preferred method Check EFT (additional form must be completed)

Type of function _____

Expected number of people in attendance (cannot exceed capacity limit) _____

One time only. Date _____ from _____ am/pm to _____ am/pm

Weekly. Day of week _____ from _____ am/pm to _____ am/pm

Monthly. Day of month _____ from _____ am/pm to _____ am/pm

Yearly. Month _____ from _____ am/pm to _____ am/pm

Use of projector and screen. Following the use of the room the screen must be returned to its place in the ceiling.

I, _____, have read and understand the rules and regulations listed on the reverse side of this application governing the use of the room and agree to abide by same. I further understand that any or all of the deposit may be retained in the event of damage or loss to City of Monroe property and that this forfeiture in no way limits liability of the applicant to the extent of damage. The deposit shall be returned to the below signed applicant after an inspection is made of the room and it was left clean, in an orderly fashion, and no damage occurred. The City of Monroe does not assume liability for injuries or loss of property to any group or individual arising out of the use of the facility. Use of the facility in no way constitutes City endorsement, agreement, or support of any group, program, or activity.

Keep deposit on file for multiple dates as follows: _____

Applicant's signature _____ Date _____

Office Use Only

PO# _____

Deposit _____ Date paid _____ Cash Check # _____ MO Credit Card
Upon inspection of the room it was found to be Clean Orderly Damaged. List violations or damage that
were found _____

Inspected by _____ Date _____

Request refund by _____ Date _____

\$ _____ to be returned

\$ _____ to be forfeited