

**LEROY TOWNSHIP
REVOCABLE PERMIT FOR USE OF
SENIOR/COMMUNITY CENTER**

KNOW ALL PERSONS BY THESE PRESENTS that the Township of Leroy, Ohio, hereby grants _____ a revocable, non-exclusive permit to use and enjoy the property, facilities and structure owned and maintained by the Township and known as The Leroy Township Senior/Community Center, located at 13028 Leroy Center Road. There is no kitchen available.

This permit is subject to revocation at any time by the Township. This permit is also subject to the following rules and regulations, and to any additional rules and regulations, which the Township may issue:

1. The Center is used by various non-profit organizations, as authorized by the Township. Your Organization must cooperate with these organizations; coordinate your schedules and theirs, so as to accommodate their interests as well. Sign-up for room usage is on the calendar located by the door in the community room. It is used on first come, first serve basis. It is possible for more than one group to use the room depending on the size of the groups, or the function being held. A partition, stored in the Center, may be used to divide the room if deemed appropriate by both groups.
2. Funeral reception may be held, if the room has not already been reserved on the calendar, for deceased Leroy residents who have served Leroy Township in some capacity, at the discretion of the trustees.
3. The Center may be used between the hours of 9:00 a.m. and 10:00 p.m., Sunday through Saturday.
4. The Center shall not be used on an overnight basis.
5. There is NO cooking or dish washing allowed.
6. The center is not rented - or for use of, but not limited to birthday parties, baby, or wedding showers, or other parties.
7. Someone from your organization must be at the Center during any time frame that you have a scheduled event.
8. Both restrooms need to be checked for cleanliness prior to and following your function. Any problems should be reported to a member of the fire department.
9. Guests are asked to comply with all parking regulations and instructions. There is absolutely no parking in front of the fire station.
10. Proper attire must be worn at all times.
11. Alcoholic beverages are not permitted in the Center.
12. No smoking is permitted in the Center.
13. No concealed weapons are permitted in the Center.
14. Use of the Center by unsupervised children is prohibited. Youths under 18 years of age must be accompanied by an adult.

15. All accidents or injuries must be reported to one of the Township personnel immediately. Contacts: Heather Shelton, 254-4601 Ext.318; Rich VanPelt, 343-2980; Jason Rodgers, 254-4601 Ext.319
Fiscal Officer Lexi Brown, 254-4601 Ext. 303.
16. All Township events scheduled for the Center have priority. As a result, please consult the Township calendar for availability for your events.
17. Rowdiness, boisterous behavior, profane language, abuse of Township equipment or leaving the room dirty or in disarray will not be tolerated. Failure to abide by these rules and regulations may result in a loss of your group's use of the facility.
18. The Township is not responsible for lost or stolen articles. It is strongly recommended that you do not bring valuables into the Center.
19. The designated representative of the community group that will be meeting at the community center will be given one key. A deposit of \$25.00 cash and a copy of designee's driver's license or state ID will be required in advance to obtaining a key. She/he will be solely responsible for the key. It cannot be duplicated. If lost, the \$25.00 will be used to replace it by the Township. To obtain another key, an additional \$25.00 deposit is required. Once your group is no longer meeting at the center, you must return the key to the Secretary at the fire station, and your \$25.00 deposit will be returned to you.
20. This form and a key are available at the Leroy Fire Station from the Secretary.
21. Set up and take down, is the responsibility of each group. **The floor is to be swept; all garbage disposed of and put in the dumpster at the back of the fire station.** In other words, the room(s) are to be left as found. Thermostat should be set at 60 (heat). Air conditioning and lights should be turned off before leaving. Make sure all windows are closed and locked. The building is to be checked so that all doors are locked when leaving.

By signing this agreement I, _____, fully understand and agree to abide by this permit. Signed this _____ day of _____ 20____.

Requested date and time of use:

Day: _____, time in: _____ time out: _____

Weekly _____ Monthly _____ Other _____

Group Activity: _____

Group Name: _____

Group's designee to whom key is given: _____

Address: _____

Phone no.: _____

Signature: _____ Witness: _____