

RULES & REGULATIONS COMMUNITY SENIOR CENTER

1. The Center is used by various organizations, as authorized by the Village. Your Organization must cooperate with these organizations, coordinate your schedules and theirs and otherwise accommodate their interests.
2. The Center may be used between the hours of 9:00 a.m. and 10:00 p.m, Sunday - Saturday.
3. The Center shall not be used on an overnight basis unless prior approval from the Village is first obtained. Such request must be submitted in writing no less than 14 calendar days prior to said proposed use.
4. Someone from your organization must be at the Center during any time frame that you have a scheduled event.
5. Guests are asked to comply with all parking regulations and instructions.
6. Proper attire must be worn at all times.
7. Alcoholic beverages are **NOT** permitted in the Center.
8. **NO** smoking is permitted in the Center.
9. Use of the Center by unsupervised children is prohibited. Youths under 13 years of age must be accompanied by an adult.
10. All accidents or injuries must be reported to Village personnel immediately.
11. All Village events scheduled for the Center have priority. As a result, please consult the Village for availability for your events.
12. Rowdiness, boisterous behavior, profane language or abuse of Village equipment will not be tolerated.
13. The Village is not responsible for lost or stolen articles. It is strongly recommended that you do not bring valuables into the Center.

VILLAGE OF MIDDLEFIELD, OHIO SENIOR CENTER KEY SIGN OUT PROCEDURE

All approved applicants must sign for the key on the day that they are scheduled to use the facility at the Middlefield Municipal Center in order to gain entrance to the building. The key must be returned (dropped in the payment box; located on the side of the municipal building) at the end of the applicants scheduled use time. No persons shall duplicate nor keep a copy of the Senior Community Center key for their personal use; unless other arrangements have been made with the Village Administrator.

Failure to comply with these regulations may cause the cancellation of building use *permits and forfeit the right to use Village facilities in the future. Permits are revocable at any time for violation of rule, ordinance, or state law.*