

RECORD OF ORDINANCES

Ordinance No. _____

Passed _____

ORDINANCE 2019-21

AN ORDINANCE AMENDING ORDINANCE 2002-46 THE RULES, REGULATIONS AND FEE SCHEDULE FOR THE RENTAL OF THE GENE DANIEL COMMUNITY CENTER

BE IT ORDAINED by the Council of the Village of Doylestown, Wayne County, Ohio that:

SECTION 1: That the Rules, Regulations and Fee Schedule attached to this Ordinance as Exhibit A are hereby adopted as and for the Gene Daniel Community Center.

SECTION 2: All previous enacted Rules, Regulations and Fee Schedules for the Gene Daniel Community Center are hereby repealed.

SECTION 3: This Ordinance shall take effect at the earliest time permitted by law.

PASSED: July 16, 2019

Attest:


Terry L. Lindeman, Mayor



Kristen J. Robison, Clerk

EXHIBIT A

APPLICATION FOR COMMUNITY CENTER RENTAL

Gene Daniel Community Center
470 Park Drive
Doylestown, OH 44230

SECURITY DEPOSIT: Cash or check for the building

RENTAL FEES AS OUTLINED BELOW

Lessee Name:		Telephone:	
Address:		City/Zip	
Activity/Purpose/Organization:			
Rental Date:	HOURS OF RENTAL		
Rental Fee:	FROM:	<input type="checkbox"/> AM	<input type="checkbox"/> PM
Security Deposit:	TO:	<input type="checkbox"/> AM	<input type="checkbox"/> PM
Payment Date:			
Payment Amount Received:		By:	

DESIGNATION OF GENE DANIEL COMMUNITY CENTER

In memory of and as a tribute to Gene Daniel, for the long and dedicated service to the Village, the Community Center building has been dedicated and designated as the Gene Daniel Community Center. Such designation shall be made apparent on and in the Community Center as a permanent memorial on July 5, 1999.

The Gene Daniel Community Center is operated and maintained by the Village of Doylestown. Reservations for the use of the facility are made through the Administrative Clerk located in the Police Department. For information, call 330-658-6582 between the hours of 8 am and 4:30 pm, Monday through Friday.

A rental and deposit is due in full at the time the application is filed in person. The reservation will be secured at that time. The Community Center shall be rented to a responsible adult twenty-one years of age and older with ability to provide supervision. The building will be open to the lessee four (4) hours prior to the function, or at 9:00 am (whichever is later) to allow for set-up and decorating. The Community Center must be closed and vacated by 12:00 am. ***The building will be secured by the Doylestown Police Department at midnight.***

The applicant has fulfilled all requirements for rental of the community center facilities and may be granted access on the above referenced date unless otherwise noted.

REFUND AUTHORIZED BY:		DATE:	
REFUND AMOUNT:	DATE:	CHECK #	

USER'S AGREEMENT OF RESPONSIBILITY

- MAINTENANCE:** I certify that the facility will be left in as good a condition as it was found. I understand that disfigurement or removal of any Village property is not allowed. It is my responsibility to reimburse the Village for any costs incurred in returning the facility to its original condition. All rules will be observed. **Between the last week of November and the second week of January, the Village places a decorated Christmas tree in the Community Center. Please be advised that this tree cannot be moved or tampered with in any capacity. Doing so will result in the loss of the full deposit.**
- INSURANCE/LIABILITY:** In consideration of permission granted by the Village of Doylestown to use the Community Center, I or my renting organization hereby releases and agrees to indemnify and save harmless the Village of Doylestown from any and all claims for injuries to persons or properties arising from the use by such individuals or organizations and guest on that date of use and set forth above.
- ACCESS:** Access to the Community Center is available through the Police Department. The doors are to be unlocked and locked upon entering and leaving the building c/o the Police Department no later than 12:00 am.
- SMOKING:** **SMOKING IS NOT PERMITTED IN THE BUILDING.**
- HEATING:** The building is heated and cooled for year-round comfort.
- DECORATIONS:** Decorations are limited to the table and free-standing type throughout the portion of the building rented. **THE USE OF CONFETTI AND GLITTER ARE PROHIBITED. ANY OUTSIDE DECORATIONS, AND DIRECTIONAL SIGNS PLACED FOR THE EVENT ARE TO BE REMOVED THAT SAME DAY.**
- MUSIC:** Volume of noise or music will be kept at a reasonable level.
- GAMBLING:** Gambling is not permitted on Village property or premises.
- KITCHEN:** The kitchen will be available to any organization or group that rents the facility. Food spills must be cleaned up. Cloth dish rags and towels are not provided.
- ALCOHOL/LIQUOR:** Alcoholic beverages may be served within the stated limitations and must be consumed inside the community center, but will **NOT** be sold. (See Security Section for further details on alcoholic beverages).
- TABLE SET UP:** It is the responsibility of the lessee to note the table set up and storage. Tables and chairs shall be returned in this arrangement. Tables and chairs should not be handled by one person alone. This creates damages to the edges. Extra tables are to be placed in the storage area. If the room is not left as referenced, you will be

charges a fee. Facility provides ten 5' round, four 6' rectangle tables and one hundred chairs for a total capacity of one hundred.

CLEAN UP: Trash bags must be used to line trash cans. All trash is to be secured in bags and put in the dumpster located behind the Community Center. All spills are to be wiped or mopped up. The hall shall be swept clean. Kitchen counters and tables are to be wiped off.

PERSONAL PROPERTY: Property shall not be stored or left at the Community Center. The Village of Doylestown will not be responsible for any personal property left on the premises.

DAMAGES: The lessee is responsible for any damages caused by guests (including catering) both inside and outside of the Community Center. It is your responsibility to make your caterer aware of the above procedures.

EXITS: Emergency exit is for **emergency** use only!

SECURITY: The Officer's final check of the facility will be at 1:00 am to ensure that the building has been secured.

NOTE: IF YOUR PARTY INTENDS TO SERVE ALCOHOLIC BEVERAGES, YOU ARE REQUIRED TO ARRANGE WITH THE DOYLESTOWN POLICE FOR AN OFF-DUTY POLICE OFFICER TO BE ON THE PREMISES. IF ALCOHOLIC BEVERAGES ARE USED ON THE PREMISES WITHOUT THE PRESENCE OF AN OFF-DUTY DOYLESTOWN POLICE OFFICER, THE LESSEE'S SECURITY DEPOSIT WILL BE FORFEITED IN ITS ENTIRETY. IF THE OFFICER DOES NOT SHOW, YOU ARE TO CALL 330-658-2771.

INSPECTIONS: All rooms will be checked prior to and following any functions. Any damage and or misuse of the Community Center or its grounds will be documented and reported to the Administration Office. Repair costs will be deducted from the security deposit. Any costs in excess of the security deposit shall also be the responsibility of the lessee.

LIGHTS: All lights shall be turned off upon leaving the building.

SECURITY DEPOSIT: A \$25 fee will be assessed for each violation of the rental agreement.

CANCELLATION POLICY

A full refund will be made if cancellation of rental is made at least thirty days in advance. If cancellation is made for any reason twenty-nine days or less, rental fee will not be refunded; however, the security deposit will be refunded.

I have read and understand the terms of the rental agreement and agree to the responsibilities stated above and the enclosed procedures.

SIGNATURE OF LESSEE: _____ DATE: _____

FEE SCHEDULE

Fees for use of the Gene Daniel Community Center shall be as follows:

- Monday through Sunday: \$150 per day non-alcohol rental, plus a \$150 refundable security deposit.
- Weddings, wedding receptions and/or any rental with provisions for alcohol will be \$250 per day, plus a \$250 security deposit.
- Monday through Thursday \$50 per day and no deposit for Chippewa Township non-profit organizations only.
- There will be no security deposit required for Village employees renting the community center.