

COMMUNITY CENTER GUIDELINES

TABLES: 6 foot long and can seat 6 people. Do not staple or use thumb tacks on tables. ***Do not drag tables across the carpet.*** **DO NOT STACK CHAIRS**

KITCHEN FACILITIES: Sweep the floor, broom behind kitchen door. Wipe off ALL tables, chairs and counters. Stove (for warming only) and refrigerator. You must provide all your own table service, clean up supplies, paper towels, etc. Use cutting board to chop/cut up foods.

DECORATIONS: Use limited amounts of tape on walls and metal door frames. No nails, pins, staples or tacks are to be used on the walls or dais.

RESTROOMS: Before leaving check restrooms & clean if necessary. Remove trash and flush toilets.

CLEAN UP: Remove all decorations. Wipe tables off. Pick up any food dropped on the floor.

TRASH: Remove all trash bags from cans provided and put in the Road Dept. dumpster located on the west side of the building, behind the white fencing past the fuel tank.

COFFEE POT: 36 or 100 cup available upon request. Supply you own coffee. No filter needed.

BE AWARE

PARKING: Is permitted in any empty marked space in the complex, including the lot adjacent to the main driveway. ***Parking is not permitted on the street, in the large lot across from the center or in the lot behind the Police building.*** Observe handicap parking signs and regulations.

OUTSIDE SIGNS: ***Do Not*** use tape to place signs, balloons, etc. on the “Community Center” signs at the driveway entrance. If signs, balloons, etc. are to be used, ***tie*** them to the sign. Remove any signs/decorations you put out.

APPLICANT will be assessed charges for any repairs or cleaning, carpet damage or replacement.

POLICE & FIRE DEPARTMENTS have a calendar of events for this facility and have the right to stop in and check the facility at any time.

MADISON TOWNSHIP SPECIAL DUTY OFFICE may be required depending on the number attending. Two (2) officers will be required for every twenty-five attending for certain activities. The fee for a special duty officer is \$35.00 per hour with a minimum of paying them for three (3) hours. Payment will go directly to the officer at the end of the activity.

FEES: Any fee paid is non-refundable.

NOT PERMITTED

BEVERAGES: ***No alcohol***, red, orange or grape punch/drinks are permitted. Pop machine is available.

ADDITIONAL DECORATIONS: No “silly string”, sprinkles, glitter, rice or confetti.

CANDLES: No candles, due to fire hazard.

SMOKING: No smoking in the building. There are smoke receptacles at the front & side of the building. Do not put cigarette butts on the ground. **CHEWING GUM** is not permitted.

CHARCOAL GRILLS: not permitted on township property.

PERMIT HOLDER agrees to hold harmless the Township from any and all claims, injuries and liabilities arising out of their renting or use of the Community Center.

**COMMUNITY CENTER
PARKING GUIDELINES**

**PLEASE FORWARD THE FOLLOWING INFORMATION
TO THOSE PARTICIPATING IN YOUR ACTIVITY/MEETING:**

*** * * * ***

**VEHICLES ARE PERMITTED TO PARK IN ANY EMPTY PAINTED PARKING SPACE
IN THE MADISON TOWNSHIP COMPLEX. THIS INCLUDES THE COMMUNITY
CENTER, LOT ADJACENT TO MAIN DRIVEWAY, PUBLIC WORKS, FIRE AND
POLICE DEPT. THE FOLLOWING AREAS ARE NOT AVAILABLE FOR PARKING:**

- ... “HANDICAPPED” SPACES (CARS WITH PERMITS ONLY)**
- ... “POLICE VEHICLE LOT” (LOCATED BEHIND POLICE BUILDING)**
- ... ALONG ANY OF THE DRIVEWAYS ENTRANCES IN THE GRASS**
- ... MADISON LANE - COULD RESULT IN A POLICE CITATION**
- ... LARGE WAREHOUSE PARKING LOT OFF MADISON LANE**

*** * * * ***

THANK YOU FOR YOUR COOPERATION