



## COMMUNITY CENTER USAGE

**Non-Profit Groups:** A donation of an item(s) of M.S.A. choice plus a \$100 deposit – You will be notified of your donation once we receive your form.

**Non-Member:** \$25 per hour plus a \$100 deposit

**M.S.A. Member:** \$15 per hour not to exceed \$100 per day plus a \$100 deposit

**YOUR GROUP WILL NOT BE SCHEDULED UNTIL PAYMENT/DONATION PLUS DEPOSIT (IF APPLICABLE) ARE RECEIVED.**

Group Name: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date(s): \_\_\_\_\_

Deposit: \_\_\_\_\_

Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

*(Note: Starting and Ending times should include any set-up or tear-down time required by the group.)*

The applicant(s) are responsible for:

1. **The applicant will pick up the key the day of reservation between the hours of 10 a.m. and 2 p.m. unless it is on the weekend you must pick up key on Friday;**
2. **Building Key:**
  - A. **Main Street Amherst is not responsible to call applicant to come and get the key on the day or the day before they have reserved the building;**
  - B. **If you forget to pick up the key, the building will be unavailable for your use and no refunds will be made to you; and/or**
  - C. **In the event that you call one of the numbers on the front door to gain access and personal chooses to bring a key, your \$100 deposit is forfeited.**

**“An Official Ohio & National Main Street Community”**

Teresa L. Gilles, Executive Director, 255 Park Avenue, Amherst, Ohio 44001

exdirector@centurytel.net ∨ Phone 440-984-6709 ∨ Fax 440-984-2119 ∨ www.mainstreetamherst.org



3. Making a material donation, in which Main Street Amherst will decide on what form of donation for each group (non-profit) or rental fee (for profit or parties);
4. **Rental fee is to be paid in advance not after the event along with deposit (if applicable);**
5. The return and good condition of the Main Street Community Center property reserved; and remove all personal property at the end of your contracted time for your event (an attempt will be to contact primary person but after one (1) week item(s) will be thrown away);
6. Any financial charges incurred for services requested, or required by policy (i.e. Main Street may assign custodial service, building monitor, security coverage, or any other service deemed necessary);
7. Adhering to and enforcing the following restrictions:
  - A. Do not attach or mount any objects to the walls, floors, ceilings, doors or woodwork with adhesives that leave a residue, nor tacks, nails, staples, screws, nor any permanent fastener of any kind;
  - B. Do not attach or mount any paper, posters, fliers, signs to the windows with adhesives that leave a residue; for safety reasons, no attachments are permitted on the glass window of any door;
  - C. **Return all furniture to where it was when you entered the building;**
  - D. Do not set-up or display objects, art projects, decorations, etc. unless all said objects are removed at the end of the stated reservation period;
  - E. **Empty all trash cans (even if they are not full) to the back porch and dispose in the bigger trash cans (make sure all bags are tied close);**
  - F. **Place new garbage bag into the trash cans (bags are in the back closet);**
  - G. **Turn off all lights except the ones that are marked by the switches;**
  - H. **Vacuum room before leaving;**
  - I. Do not block any doors;
  - J. **Make sure all faucets/toilets are not running before you leave;**
  - K. Do not disturb anything that does not belong to your group;
  - L. Lock the front door and deposit key into the mail slot on the opposite door;
  - M. **Clean bathrooms before leaving (products are in the closet);** and
  - N. **Wash or sweep foyer floor before leaving (during winter months or if needed).**
8. The applicants are accepting responsibility for all risk and injury to themselves or other persons that may result from the scheduling of the event;
9. Failure to comply with any or all of the above restrictions may result not only in extra charges to be billed to you but, you personally, or your group or organization, may lose privileges for the Main Street Community Center in the future;
10. The applicant(s) is signing and giving permission to be billed directly for any damages incurred during reservation for said event;

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11. This application should be with the renter when using the facility;
12. This application is not transferable;
13. The building shall be open for inspection by any authorized Main Street Amherst/City of Amherst person for the purpose of assuring the use of the property in compliance with law and order;
14. All Applicants must be 18 years old or older and this person assumes all responsibility and personal liability for the breakage, destruction or removal of the property by any member of the group. Adult supervision of children's group is required at all times;
15. If your group has a re-occurring meeting/event in the building and you do not show up twice, we will be forced to remove your group from the calendar; and
- 16. If you/your group need to cancel your event, it must be at least five (5) days before your event, otherwise, you forfeit your rental fee and/or deposit.**

This group agrees to indemnify and hold the City of Amherst and Main Street Amherst harmless from any and all claims, demands, actions, causes of action, or suits of any nature arising from the groups use or occupancy of the facility.

I declare that the statements on this form are true and correct to the best of my knowledge. Any violation of the terms and conditions of this Application shall be sufficient cause for the cancellation of the group's usage of the facility.

Please return this form to Main Street Amherst, 255 Park Avenue, Amherst Ohio either by dropping it off (if front door is locked place in mail slot on front door), faxing it (440) 984-2119 or by scanning and emailing it to [msassistant@centurytel.net](mailto:msassistant@centurytel.net). Thank you.