

# RENTAL INSTRUCTIONS

## JOHN TOROK COMMUNITY & SENIOR CENTER

City of Green Parks & Recreation Division  
4224 Massillon Road, P.O. Box 278, Green, OH 44232-0278 (330) 896-6621

**DATE REQUESTED:** \_\_\_\_\_ **TIME REQUESTED:** \_\_\_\_\_  
(Include the total time you will be in the building, including set-up and clean-up time)

Keep this sheet as a reminder of the date and time you have reserved.

**To reserve the Community Center:**

- Call the City of Green Parks & Recreation Division at 330-896-6621 to check availability.
- Complete the attached application. Be sure to:
  - ✓ Include the total time you will be in the building, including set-up and clean-up time.
  - ✓ Indicate if you would like to use the pavilion during your event.
- Include two checks:
  - ✓ One check for the refundable deposit (\$50.00 for residents of Green, \$100.00 for non-residents); due at time of reservation.
  - ✓ One check for the total fees due (see rental rates below); due no later than 30 days prior to rental date.
  - ✓ Make checks payable to City of Green.
- Mail your application and payments to the above **post office box address**.
- The deposit check will be held until after your event and returned to you by mail if there are no problems.

### RENTAL RATES

Residents of Green	Non-Residents, Commercial, or For-Profit Groups	Non-Profit Tax Exempt Organizations
<ul style="list-style-type: none"> <li>➤ \$50.00 refundable deposit, plus:</li> <li>➤ \$75.00 fee for 4 hours</li> <li>➤ \$25.00 for each additional hour</li> <li>➤ \$10.00 fee to add name to electronic sign (optional)</li> </ul>	<ul style="list-style-type: none"> <li>➤ \$100.00 refundable deposit, plus:</li> <li>➤ \$150.00 fee for 4 hours</li> <li>➤ \$40.00 for each additional hour</li> <li>➤ \$10.00 fee to add name to electronic sign (optional)</li> </ul>	<ul style="list-style-type: none"> <li>➤ No charge</li> <li>➤ Must provide federal tax exempt number</li> <li>➤ \$10.00 fee to add name to electronic sign (optional)</li> </ul>

**Instructions:**

- Do not use the card tables located in the storage room; they are the property of a group using the Center regularly.
- The Center will seat approximately 60-70 guests at tables. The tables are 8' long.
- Wipe off the tables and return the chairs and tables to the original configuration with chairs pushed in.
- Check the floors and sweep (the sweeper is in the storage room). The key to the front door opens storage room.
- Place all trash in dumpster located at the Fire Station parking lot.
- Check and secure all doors. The doors in the meeting room can be difficult to close. Check the latch at the bottom of each door to be sure that the vertical bar has dropped into the locked position.
- Smoking, alcoholic beverages, drugs, raffles, and games of chance are prohibited in the Community Center. Cooking is also prohibited, although you may bring prepared food in.
- Children must be supervised at all times by responsible adults.
- Supplies that you may use are located in the island of the kitchen. A coffee pot is available; coffee filters are necessary.
- You must comply with the above rules; otherwise, your deposit will not be returned.
- You must arrange to pick up a key to the building one working day prior to your event from the Parks & Recreation Division, 1755 Town Park Blvd., between the hours of 8:00 a.m. & 4:00 p.m. Monday through Friday.
- You will be responsible for the key until it is returned. The key **MUST** be returned in person to the Parks & Recreation office or deposited in the "Key Drop" box outside the Center. Green Fire Dispatch will not accept keys.
- **A \$50.00 fee will be charged for lost or unreturned keys.**

If you have any questions or problems during your event, call the Parks & Recreation Division at 330-896-6621, 8:00-4:00 Monday-Friday. If you have a problem or emergency after hours, please contact Green Fire Dispatch at 330-896-6610.

**JOHN TOROK COMMUNITY & SENIOR CENTER  
RENTAL APPLICATION**

4224 Massillon Road, P. O. Box 278  
Green, Ohio 44232-0278  
Parks & Recreation Division (330) 896-6621  
8:00am–4:00pm weekdays

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Date to be reserved: \_\_\_\_\_ Attendance expected: \_\_\_\_\_

Hours of use – IN: \_\_\_\_\_ OUT: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Please indicate the ***total time*** you will be in the Center; make checks payable to ***City of Green***.

Name of Individual or Organization Representative: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Resident of Green? Yes  No  Email address: \_\_\_\_\_

Description of Activity/Event: \_\_\_\_\_

Federal Tax Exempt Number: \_\_\_\_\_

Use of the Pavilion during your event? Yes  No

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We, the undersigned, make application as indicated above and obligate ourselves to become personally responsible for the conduct of the gathering, and for proper care of the property of the Community Center. We further agree that any expenses for the repairing or replacing property damaged or destroyed shall be determined, as far as possible, before leaving the building, and settlement made for the same property immediately.

The undersigned agrees that it shall hold harmless the City of Green, the City of Green Council, Mayor, Clerk, and employees from any and all demands, claims, suits, actions and legal proceedings brought against, if from the rental of the park.

The City of Green Parks and Recreation Division reserves the right to cancel the reservation upon notice to the applicant; reserves the right to require a cash deposit to cover potential damages; and reserves the right to request police protection at any or all events.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by the Parks & Recreation Division:**

DEPOSIT \$ \_\_\_\_\_ FEE \$ \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

*John Torok Community & Senior Center  
Reservation and Cancellation Policy*

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1. All reservations are confirmed upon receipt of rental application and \$50 refundable deposit for residents and \$100 refundable deposit for non-residents.
2. Deposits will be refunded no less than two weeks following the event as long as there is no damage to the facility as a result of the rental, and the instructions outlined on the Instruction Sheet are followed. *Please note that renters are required to clean the building and take out trash prior to leaving.*
3. Rental fee is \$75.00 for residents and \$150.00 for non-residents for the first four hours. A \$25.00 additional fee (residents) and \$40 additional fee (non-residents) is required for each additional hour. A minimum 4-hour rental is required.
4. Full balance of rental fee is due no less than 30 days prior to the reservation date.
5. If reservation is made within 30 days of scheduled event, all payments are due at the time of reservation.
6. Failure to pay all fees prior to 30 days before your event constitutes forfeiture of 50% of rental fees paid plus the deposit. Applicants may request, in writing, an extension to pay reservation fees within 15 days of event scheduled. Failure to pay the reservation fee within 15 days will result in forfeiture of all fees paid to date, including deposit fees.
7. Applicant has the opportunity to move the scheduled event to a different date and time, pending availability. Requests to move scheduled event must be done so prior to 30 days of the original reservation date. Deposit will not be refunded if reservation is cancelled less than thirty (30) days prior to scheduled event. (NOTE – Exceptions will be considered in the event that a reservation must be canceled. Please contact the Parks and Recreation office for more information.)
8. Reservations can be made for the current year beginning January 1 of each year.

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By signing I acknowledge that I have read and understand this reservation and cancellation policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date