City of Green Parks & Recreation Division
(330) 896-6621
Mailing Address: P.O. Box 278, Green, OH 44232-0278
Physical Address (Office): 1755 Town Park Boulevard, Uniontown, OH 44685

JOHN TOROK COMMUNITY & SENIOR CENTER
4224 Massillon Road, North Canton, OH 44720

RENTAL INSTRUCTIONS

To Request/Reserve The John Torok Community & Senior Center:

- Please submit your request online at www.cityofgreen.org/online-reservations (you will need to create an account first)**
- 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.
- You will receive email notification regarding the status of your request (approved/booked or denied).
- Once approved, please pay the deposit online (rates below); deposit is applied to total fees due.
- Balance is due 30 days before date of intended use.

***** If you prefer, you may use the printable rental form (below) and mail to the above mailing address, or drop off at the Parks & Recreation Office (at the above physical address). Please include the deposit check or money order (payable to City of Green).***

RENTAL RATES

Residents of Green	Non-Residents, Commercial, or For-Profit Groups	Non-Profit Tax Exempt Organizations
➢ $75.00 fee for 4 hours; ($50.00 deposit due at time of reservation - applied toward total) ➢ $25.00 for each additional hour ➢ $10.00 fee to add name to electronic sign (optional)	➢ $150.00 fee for 4 hours; ($100.00 deposit due at time of reservation - applied toward total) ➢ $40.00 for each additional hour ➢ $10.00 fee to add name to electronic sign (optional)	➢ No charge ➢ Must provide federal tax exempt number ➢ $10.00 fee to add name to electronic sign (optional)

Facility Use Instructions:

- The doors will be unlocked and locked for you; you will not need to obtain a key or a code to enter.
- 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).
- Place all trash in dumpster located at the Fire Station parking lot.
- The doors in the meeting room can be difficult to close. Check the latch at the bottom of the back 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.
- If you have any questions or problems during your event, call the Parks & Recreation Division at 330.896.6621. 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 (PRINTABLE)

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

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: _____

Phone:_____ Email address: _____

Resident of Green? Yes ☐ No ☐

Description of Activity/Event: _____

Federal Tax Exempt Number: _____

Use of the Pavilion during your event? Yes ☐ No ☐

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 deposit for residents and $100 deposit for non-residents.

2. *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 up to one year in advance of intended date of use.

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

_____ _____
Signature Date

_____ _____
Print Name Date