

JOHN TOROK COMMUNITY & SENIOR CENTER

4224 Massillon Road, Green, OH 44685

(330) 896-6621: Office Hours 8:00 a.m. – 4:00 p.m. weekdays

Mailing Address: P.O. Box 278, Green, OH 44232-0278

1755 Town Park Boulevard, Green, OH 44685

RENTAL INSTRUCTIONS

To Reserve the John Torok Community & Senior Center:

- Please check availability & submit your request online at:
www.cityofgreen.org/online-reservations (you will need to create an account first before submitting your request)**
- 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 an email notification regarding the status of your request (approved/booked or denied).
- Once approved, please pay the deposit online (rates below); the 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
<ul style="list-style-type: none">➤ \$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)	<ul style="list-style-type: none">➤ \$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)	<ul style="list-style-type: none">➤ No charge➤ Must provide federal tax-exempt number➤ \$10.00 fee to add name to electronic sign (optional)

Facility Use Instructions:

- The front entry doors will be unlocked and locked for you electronically; you do not need a key or a code to enter.
- The Center will seat approximately 60-70 guests at tables. There are 12 rectangular tables (6-feet 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 located in the storage room.
- Place all trash in the dumpster located at the Fire Station parking lot.
- **The back (east and west) doors in the meeting room can be difficult to close. Check the latch at the bottom of the 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.
- 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.

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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: _____

City, State, Zip Code: _____

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 facility.

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

1. All reservations are confirmed upon confirmation of availability, receipt of rental application and deposit.
2. *Please note: renters are required to clean the facility and remove all trash prior to leaving.*
3. Full balance of rental fee is due no less than 30 days prior to the reservation date. **Your Event will be cancelled if the balance is not paid in full.**
4. If a reservation is made within 30 days of scheduled event, all payments are due at the time of reservation.
5. Should the applicant find it necessary to cancel a scheduled event, 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.
6. Reservations can be made up to 12 months 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