



The Township Community Center Responsibility Form and Meeting Room Guidelines

1. The applicant must be a Batavia Township resident (e.g., for the use of a private party such as a birthday party or a reception), a Batavia Township-located non-profit (e.g., an HOA organization, local community civic group (such as Girl Scouts, Boy Scouts, Lions Club, Rotary Club, or the like)), a Batavia Township-located small business, or a Batavia Township-affiliated government agency. Meetings for regional commercial trade groups are not permitted. Private real-estate closings are not permitted.
2. The building shall not be used for political purposes. No political signs supporting any individual, levy, or issue shall be displayed within the Township Community Center or on its grounds.
3. The applicant must complete this Responsibility Form, Reservation Request Form and submit the accompanying fee for use at least five business days before the reservation date.
4. The capacity of the meeting room is 100 people, and the capacity of the conference room is 19 people.
5. The building is available for use during the following days and hours:
 Monday- Friday 8:00am to 9:00pm. Saturday - Sunday 8:00am to 8:00pm
 Holidays Excluded (Holidays observed by Batavia Township)
6. Fees are not required if the following are satisfied: No movement of furniture, no use of kitchen, and no food or drink.
7. Fees Schedule: The presence of food and drink or use of the kitchen denotes a more intensive use of the facilities. If food or beverages will be present, and/or the kitchen area is being utilized, this use requires a Maintenance Fee and Deposit. The after-hours building monitor fee schedule below is based on four (4) hours minimum, and any overages are based on \$30.00 per hour. Fees Schedule listed below:

Required Maintenance Fee: \$160.00	Required After-Hours Building Monitor: \$120.00 minimum (\$30 per hour)
Refundable Deposit: \$200.00.	Total (after hours) - \$480.00, due upon reservation
	Total (during business hours)- \$360.00, due upon reservation

8. The applicant is responsible for the cleanup of the premises so that a state of cleanliness is found. Garbage shall be removed from the building according to the clean-up guidelines. The refundable deposit will be revoked if the building is left in a state of disarray or if damage has occurred (e.g., spills or damage to drywall, etc.). If the furniture is substantially altered or not reset, a room reset fee of \$30.00 will be accessed out of the deposit.
9. An organization is permitted to use the building once per month.
10. Smoking, the consumption of alcohol, or gambling are not permitted inside the building or anywhere on the grounds.
11. The audio-visual system is available for use only during normal business hours.
12. The kitchen is available with the use of microwave and refrigerator only (subject to deposit). The use of the stovetop or the oven is not permitted.
13. The wood Trustee-Dias found at the front of the meeting room is not to be used for decorative use or as a table to host food or drink items. Decorations on the walls or ceiling are not permitted. Table decorations only.
14. Open flames are prohibited except for canned Sterno providing it is used for heating food.
15. Any modifications to these guidelines must be approved through by the Township Administrator in advance.
16. The Board of Trustees reserves the right to revise these guidelines as deemed necessary.

I, the undersigned, understand and agree that Batavia Township will not be responsible for injury or loss to person or property while on the Township premises. I will be responsible for all damages which may occur as a result of my use of the premises. Further, I understand that should damage occur my organization will lose the privilege of using the facility in the future.

Applicant _____ Phone Number _____ Date _____
Print Name Signature



Community Center Reservation Request Form

TODAY'S DATE: _____

NAME OF RESIDENT: _____

(WHO WILL BE RESPONSIBLE FOR USE OF ROOM)

ADDRESS/ZIP: _____ Zip Code _____

(If applicable, where refund is mailed)

PHONE: _____

E-MAIL: _____

NAME OF GROUP: _____

REASON FOR USING ROOM: _____

DATE REQUESTED: _____ TIME REQUESTED - From _____ to _____

PROJECTED ATTENDANCE: _____ Room has approximately: 12- 8ft tables, 7 – 6ft tables and 77 cushioned chairs, plus 3 easels, and misc. chairs and tables.

Required Maintenance Fee: \$160.00	Required Building Monitor: \$120.00 minimum (\$30 per hour)
Refundable Deposit: \$200.00.	Total (after hours) - \$480.00, due upon reservation
	Total (during business hours)- \$360.00, due upon reservation

CHARGES: _____ PAID: _____

I, the undersigned, understand and agree that Batavia Township will not be responsible for injury or loss to person or property while on the Township premises. I will be responsible for all damages which may occur as a result of my use of the premises. Should the cost of damages exceed my deposit of \$200.00, I will be responsible for any additional amount. Further, I understand that should damage occur the privilege of using the facility will be revoked in the future.

Applicant: _____ Employee: _____ Date _____

Signature

Employee use only.			
Check # _____	Cash\$ _____	Other _____	Amount Paid\$ _____
Refund Eligible _____	Refund Issued – Date _____	Check# _____	Amount\$ _____