

# Community Center Request for Use

If you are interested in using the Community Center and it meets the guidelines for proper use, please complete the forms which are attached and return them to the Administration office for approval by the Board of Trustees.

The Peter Metrovich Community Center will be available for use only by St. Clair Township groups and/or organizations that are community based and organized for the purpose of promoting community causes.

The Community Center will not be available for use by private individuals for private purposes.

Please see the policy for more details (attached).

You may submit your request for use by mail:

St. Clair Township  
Community Center  
15442 Pugh Road  
Calcutta, OH 43920

Or email [ddawson@stclairtwp.com](mailto:ddawson@stclairtwp.com)  
[cbeverly@stclairtwp.com](mailto:cbeverly@stclairtwp.com)

Or drop it off at the Administration office.

Questions? Please call: 330.382.1022

Thank you.

# Peter Metrovich Community Center Request

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## **REQUEST FOR USE OF PETER METROVICH COMMUNITY CENTER:**

Organization's Name: \_\_\_\_\_

Representative of Organization's Name: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ \_\_\_\_\_

Nature of meeting: \_\_\_\_\_

Number of people to attend: \_\_\_\_\_

### Recurrence Pattern:

Once

Daily

Weekly

Monthly

Yearly

Recur every \_\_\_\_\_ week(s) on:

Sunday  Monday  Tuesday  Wednesday

Thursday  Friday  Saturday

### Range of Occurrence:

Start Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

No end date

End after \_\_\_\_\_ Occurrences

End by date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Time of Meeting :

Begin at: \_\_\_\_\_ a.m. / p.m.

End at: \_\_\_\_\_ a.m. / p.m.

(Please include all dates and times that you are requesting)

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

St. Clair Township  
Peter Metrovich Community Center  
15442 Pugh Road, Suite 1  
Calcutta, Ohio 43920  
(330)382-1022

**APPROVAL REQUEST**

I, \_\_\_\_\_,  
(name)

with \_\_\_\_\_  
(name of business or organization)

am requesting the use of the St. Clair Township Administration Buildings' Peter Metrovich Community Center. I have read the Community Center Policy and agree to the terms and conditions of the policy.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Business or Organization Address:

\_\_\_\_\_  
\_\_\_\_\_

Phone No. (\_\_\_\_) \_\_\_\_\_

\*\*\*\*\*

(St. Clair Township Use Only)

Approval Date: \_\_\_\_\_

Denial Date: \_\_\_\_\_

Trustees Signatures:

\_\_\_\_\_

Reason for Denial:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

St. Clair Township  
Peter Metrovich Community Center  
15442 Pugh Road, Suite 1  
Calcutta, Ohio 43920  
(330)382-1022

Waiver and Release Form

I have read and understand the policies of the St. Clair Township Trustees on the use of the Peter Metrovich Community Center and facilities and agree to comply with the same.

For and in consideration of the permission to use the property owned by St. Clair Township, Columbiana County, Ohio, I the undersigned agree to release, acquit, discharge, indemnify, and covenant to hold harmless St. Clair Township, its Board of Trustees, officials, officers, employees, servants, contractors, successors and agents of and from any and all actions, causes of action, claims, liability, demands, damages, costs, loss of services, expenses and compensation, on or account of, or in any way growing out of, any and all personal illness, injury or death, or property damage, which may result from my use of the Township Community Center, Facilities, and Property as I have requested herein.

I am at least eighteen years of age, and I am under no mental or physical disability.

Further, if I am signing this Waiver and Release on behalf of a group or organization, I certify that I have been duly authorized by such group or organization to do so.

Organizational Name (if applicable): \_\_\_\_\_

Printed Name of person signing Waiver: \_\_\_\_\_

Title of Person Signing Waiver: \_\_\_\_\_

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

(Township Use Only)

Location Used: \_\_\_\_\_

Fee: \_\_\_\_\_ Date: \_\_\_\_\_

Township Representative Signature: \_\_\_\_\_

# St. Clair Township Peter Metrovich Community Center Policy

Policy of the St. Clair Township Board of Trustees governing the use of the Peter Metrovich Community Center located in the St. Clair Township Administration Building, 15442 Pugh Road, Calcutta, Ohio.

The St. Clair Township Board of Trustees have established the following guidelines, rules and regulations deemed necessary to protect and preserve the Peter Metrovich Community Center by those persons, organizations and/or groups who may desire to use the facility.

NOTICE: The entire St. Clair Township Administration Building is designated as “Non-Smoking” and will be strictly enforced.

## GUIDELINES:

- A) All meetings of the Board of Trustees or other Boards legally appointed by the Board of Trustees shall be considered “government use” and have first priority as to the use of all Township property under all circumstances. All other groups or organizations, whether approved for Community Center use or otherwise, shall have secondary consideration. The Board of Trustees may, for government use as described, requires the cancellation of any and/or all meetings scheduled by previously approved groups and organizations with as much advanced notice as possible under the circumstances.
- B) The Peter Metrovich Community Center will be available for use only by St. Clair Township groups and/or organizations that are community based and organized for the purpose of promoting community causes. The Community Center will not be available for use by private individuals for private purposes.
- C) All organizations and/or groups requesting approval to use Township property shall have its membership comprised of a majority of residents of St. Clair Township unless special permission is received from the Board of Trustees to waive this requirement.
- D) All organizations and/or groups deserving to use the Community Center must furnish the following information: Group or Organization name, mission of group or organization, and the names, addresses, telephone numbers of at least two members who can be contacted in the event of a conflict requiring government use or other problem.
- E) Requests must be made to the person designated to receive them and should be made at least one month in advance. All requests are subject to availability on the desired date. Groups or organizations which desire to meet on designated days each month may submit one request for a period of up to six months.
- F) The Board of Trustees reserves the right to refuse the use of Township property to any group and/or organization based on these guidelines, rules, and regulations.

# St. Clair Township Peter Metrovich Community Center Policy

- G) Full responsibility for the use, care, maintenance, and adequate security of the Community Center rests with those groups and/or organizations requesting and receiving approval to use said Community Center. All groups and/or organizations requesting and receiving approval to use the Community Center and facilities are responsible for assuring that the facilities, rooms, and contents are in the same condition as before usage.
- H) There will be no fee required for Township groups and/or organizations using the Community Center *for meeting purposes*. However, any group and/or organization may make a donation for which said donation could be applied to the cost of the utilities and cleaning. The donation is not mandatory and will be left to the discretion of the group and/or organization using the facility.

## RULES AND REGULATIONS

- A) All St. Clair Township public buildings are designated non-smoking. This non-smoking ban includes any and all tobacco related products. Smoking is permitted outside the buildings where appropriate receptacles are provided. Violation of the township's non-smoking policy may result in expulsion of the offender from the building, and prohibition from future use by the person and/or his/her group or organization.
- B) No alcoholic beverages of any kind shall be brought upon or consumed on Township property.
- C) No meeting may commence before 8:00 a.m., and all meetings must conclude so that the meeting rooms and facilities are vacated by 10:00 p.m., unless other approval is granted by the St. Clair Township Board of Trustees.
- D) Any damages to the property or furnishings belonging to or under the supervision of the Township shall be reported immediately and, at minimum, within twenty-four hours of the occurrence and shall be the responsibility of the group or organization approved for use to repair such damage or replace said property or furnishings to the satisfaction of the Board of Trustees.
- E) All video, projection, copy machines, kitchen supplies, coffee machines, recording equipment, etc...., and other items or materials needed and used by any group and/or organization shall be supplied by said group and/or organization. *The Township will not supply any of the aforementioned items.*
- F) Township property must be left in a clean and orderly condition at the conclusion of any and/or all meetings. Groups and/or organizations wishing to rearrange the meeting room for individual purposes, need, and function may do so, but must assume the responsibility for restoring said rooms and facilities to their original order.
- G) All persons under the age of eighteen attending meetings must be accompanied by an adult, must be supervised at all times, and are not permitted to play or run in or outside the building.

# St. Clair Township Peter Metrovich Community Center Policy

- H) All groups and/or organizations must sign a waiver and release form.
- I) St. Clair Township Officials and employees shall have the authority to enter the Community Center at any time to ensure compliance with state law and this policy.
- J) Violation of this policy by any person, group, and/or organization may result in the St. Clair Township Board of Trustees denying any future use of the Community Center to that group and/or organization.

Effective Date: December 2002