



Welcome to the Shirley L. McGuire Community Center operated and maintained by the City of Norton. Reservations for the use of this facility are made via an application form obtained at the City of Norton Administration Office, 4060 Columbia Woods Dr, 44203. Rental information may also be obtained at our website (cityofnorton.org), or you may call (330) 825-7815 ext 310 between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday.

Reservations: Reservation dates are guaranteed to be held only after a security deposit payment is received. Non-guaranteed reservations will only be held for 5 working days from date the call is received and maybe lost to another party if a date is scheduled and a deposit is made.

Cancellation Fee: A cancellation fee of \$50 shall be assessed whenever the lessee terminates a rental of the facility after a security deposit has been paid. The lessee should provide a cancellation notice in writing to the City. The \$50 cancellation-processing fee will be deducted from the security deposit and the remainder returned to the lessee.

Fees: Per Chapter 1064 – City of Norton Ordinance, residents are charged a different fee than non-residents (see fee schedule attached) for the Community Center. Also, non-profit organizations headquartered outside-the-city limits are charged a different fee than non-profit and civic organizations located within city limits.

A driver's license or utility bill may be accepted as proof of residency. A City non-profit organization must show both proof of residency and their non-profit status. A City civic organization shall maintain its headquarters address within the City and a majority of its membership and/or participants for both non-profit and civic organizations shall be comprised of City residents. An IRS Determination Letter should be filed with the City as proof of its IRS status.

Advance Scheduling for Organizations: In order to permit fair sharing of this public facility and assist multiple users, it is necessary to limit the "advance scheduling" for City non-profit and civic organizations. These organizations are not permitted to reserve the Community Center for more than one (1) calendar year in advance, nor for more than one (1) time period per week, without prior authorization of the Administrative Officer. Reservation applications for the next new calendar year will not be accepted until November 1st for the upcoming calendar year.

RULES NOTICE – *The rules noted herein apply to each lessee and are effective immediately.*

ACTIVITIES – Activities on City premises and property shall be consistent with City, State and Federal laws.

SURVEILLANCE – The Community Center is under recorded surveillance inside and out at all times.

ALCOHOLIC BEVERAGES – If you intend to serve alcoholic beverages, you are **required** to arrange with the Norton Police Department for an off-duty Police Officer to be on the premises. Inquiries to arrange for an officer must be forwarded to the Police Department (330-706-0084) not less than two (2) weeks before the scheduled function. **If alcoholic beverages are served or used on the premises without the presence of an off-duty Police Officer, the lessee's security deposit will be forfeited in its entirety and the matter referred to the Police Department for investigation.** Alcoholic beverages may be served within stated limitations, but shall not be sold—it is illegal.

CLEAN UP – The floors and hallway shall be swept clean after each event. All spills are to be wiped clean or mopped up. Kitchen counters, tables and appliances are to be wiped clean. Trash bags must be used to line the trash cans. All trash is to be secured in trash bags and placed in the dumpsters located behind the Center.

DAMAGES/INJURIES/LIABILITY – The lessee is responsible for any and all damages or injuries that may occur before or after their scheduled function, to the facility, the property or to any individual. This includes your guests (such as a caterer or other attendees), both inside and outside of the premises. Upon applying for the rental of the Community Center, the lessee agrees to defend, hold harmless, and indemnify the City of Norton, its officers, members, employees and agents in both their official and individual capacities from all liability, claims, demands, damages, or costs for or arising out of the use of the Community Center.

DECORATIONS – Decorations must be free-standing and limited to the tables within the rented portion of the facility. ***The use of confetti or glitter is prohibited. Taped or pinned signs or placards on the walls are also prohibited.*** Any *outside* decorations or signs placed for an event, shall be removed **NO LATER THAN 12:00 Noon** the following day.

EXITS – Emergency exits are for **emergency** use only.

HEATING/COOLING – The Building is heated and cooled for your year-round rental comfort with thermostats being preset. Since our facility is public-supported and subsidized, we must ask you to help us conserve energy by not re-setting thermostats.

INSPECTIONS – All rooms will be inspected prior to and following each function. Damage and/or misuse of the Community Center or its grounds are documented on video by surveillance cameras and will be reported to the Administrative Officer. **Repair costs will be deducted from the security deposit.** Any *additional damage costs* in excess of the security deposit will also be the responsibility of the lessee.

KITCHEN – The kitchen is available to any organization or group renting the facility upon request. An exception is those times when the Oak Room (Ballroom) and the Maple Room (Smallroom) are rented separately but for the same time period. In those cases, **the lessee of the Oak Room shall have exclusive use of the kitchen area.** Food spills and splashes must be cleaned up. The lessee is responsible for making sure that all catering equipment is removed from the premises and the kitchen shall be left neat and clean.

LIGHTS – All room lights shall be turned “*off*” upon leaving the building.

MISCELLANEOUS – Permission may be denied for any function which is deemed illegal or potentially harmful to City property, or whenever the Administrative Officer deems such function is not in the best interests of the City of Norton. Whenever a specific request or issue is not covered by this policy, the Administrative Officer will decide the issue.

MUSIC – The volume of noise or music at an event must be kept at a reasonable level.

PERSONAL PROPERTY – Property or equipment shall not be stored, nor left at the Community Center. The City will not be responsible for any personal property or equipment left at the Center. Equipment left on the premises will subject the lessee to a storage fee for the duration and the fee will be deducted from the security deposit.

PROHIBITED ACTIVITIES – Gambling and solicitation of any kind is not permitted on the Community Center premises—these are illegal activities and violators will be prosecuted. Smoking is not permitted inside the Community Center premises.

SECURITY ISSUES:

Access to Center: When scheduling a date and time of use – the lessee will be provided with a four digit “toggle number” to both open and lock the front doors. The toggle number will be entered using the digital key pad outside the front doors followed by the # sign (very important to enter the complete

four digit and # sign for the lock to work properly). Upon entering the toggle number the doors will unlock. When leaving the Center the same toggle number will be used and after 3-5 seconds the door locks will engage. Please check to ensure the doors are locked. **If doors fail to open enter the toggle number again – door should open.**

If the Center is found to not be locked after the function a \$25 fee will be deducted from the security deposit.

The front doors are automatic – **DO NOT attempt to PROP THE FRONT DOORS OPEN AT ANYTIME AS THIS WILL DAMAGE THE LOCKING MECHANISM. DAMAGES WILL BE CHARGED TO THE LESSEE FOR ANY DAMAGES INCURRED.**

The Community Center is checked intermittently by a Norton Police Officer during hours the building is in use. The Officer's final check will be at 1:00 AM to ensure that the building has been locked and secured by the lessee.

SET-UP – It is the responsibility of the lessee to note the table set-up, **as shown in the attached diagram**. Tables and chairs shall be left in this arrangement before you leave. **Tables should not be handled by one person alone**, this creates damage to the edges and legs of the tables. Extra tables used shall be returned to the storage closet in the Oak Room (Ballroom). If the room is not left as shown in the diagram, you will be charged a set-up fee and it will be deducted from your security deposit.

SUPERVISION: The lessee shall be responsible for the supervision of all users or visitors (children, teenagers and adults) on the premises or property during the period of time the facility is rented.

POLICY CANCELLATION: This policy and the rules for the use of the Community Center stated herein supersede **Memoranda 05-03**, which was issued on May 3, 2005. That policy is hereby cancelled and this policy is effective immediately upon the signature of the Administrative Officer.

BUILDING INVENTORY

Oak Room (Ballroom) – 23 Round Tables, 154 Chairs, 5 – 8'x2' rectangular tables.

Maple Room (Small Room) – 5 – 8'x2' rectangular tables, 36 black padded chairs.

Kitchen – Commercial Refrigerator, Stove, Warmer Box, Microwave, Bunn Coffee Maker.



SHIRLEY L. McGUIRE COMMUNITY CENTER FEES

For Information and Reservations call (330) 825-7815 ext 310

Between the hours of 8:30 a.m. to 4:00 p.m. Monday through Friday

Note: Fee amounts are subject to change at any time through the legislative process.

OAK ROOM (Ballroom)

Seats 154 comfortably, contains 22 – 60” round tables, 4 (8’x2’) rectangle tables and 154 chairs.
AMENITIES: A kitchen with commercial refrigerator, stove, warmer box, microwave, Bunn coffee maker with three airpots, sink with running water are available with the Oak Room upon request. No small wares, utensils, coffee or T-towels are provided. Proper use and cleanup of all equipment is required. No food of any kind is to be left after the end of an event. Failure to adhere to any of these policies will necessitate withholding the security deposit or a portion thereof.



The building is available for rental from 8:00 a.m. and must be vacated by 1:00 a.m.

Fees for use of the Oak Room shall be as follows:

A \$200 REFUNDABLE DEPOSIT is required to secure any reservation and will be returned if the building is returned clean (see Rules and Policies)

RESIDENTS: (proof of residency is required)

- \$45 per hour or
- \$225 if rental is more than 4 hours

NON-RESIDENTS:

- \$75 per hour or
- \$350 if rental is more than 4 hours

MAPLE ROOM (Small Room)

Seats a maximum of 35 individuals, contains five (5) 8'x2' rectangular tables and 35 padded folding chairs.



Fees for use of the Maple Room shall be as follows:

A \$125 REFUNDABLE DEPOSIT is required to secure any reservation and will be returned if the building is returned clean (see Rules and Policies)

RESIDENTS: (proof of residency is required)

- \$30 per hour or
- \$125 if rental is more than 4 hours

NON-RESIDENTS:

- \$45 per hour or
 - \$200 if rental is more than 4 hours
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DOG WOOD ROOM (Senior Room)

Seat a maximum of 28 individuals, contains five (5) 48" round tables and 28 padded folding chairs. Has a sink with running water and microwave.



Fees for use of the Dog Wood Room shall be as follows:

A \$50 REFUNDABLE DEPOSIT is required to secure any reservation and will be returned if the building is returned clean (see Rules and Policies)

RESIDENTS: (proof of residency is required)

- \$35 per hour

NON-RESIDENTS:

- \$45 per hour
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BUCKEYE ROOM (Executive Board Room)

Seat a maximum of 15 individuals around a board room table with cushioned chairs.



Fees for use of the Buckeye Room shall be as follows:

A \$50 REFUNDABLE DEPOSIT is required to secure any reservation and will be returned if the building is returned clean (see Rules and Policies)

RESIDENTS: (proof of residency is required)

- \$25 per hour

NON-RESIDENTS:

- \$35 per hour

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There shall be no charge for Norton non-profit or Norton civic organizations (with valid IRS Determination Letter on file) or for any civic function non-political in nature with the exception of fund raisers. The Oak Room (Ballroom) is only available to non-profit groups if there are a minimum of 35 attendees. Each non-profit organization will sign a contract stating that usage is with no fee, but a minimum charge, starting at \$25, may be assessed if trash is not removed, if the facility is found to have necessary cleaning, or that of any damage is found perpetrated to the facility. Each organization will also submit to the City an annual calendar of dates they wish to use the Community Center.

**Keys:** When scheduling a date and time of use – the City will provide you with a “toggle number” and will set the “open” and “close” hours for your scheduled event. You will enter your “toggle number” by using the key pad outside the front doors. You will enter the toggle number followed by the # sign. This will unlock the doors but will only work one half hour prior to your scheduled event. You will use the same “toggle number” on the key pad to lock the facility after your scheduled event. You will have one half hour after your scheduled closing time to use the toggle number to lock the doors. **If you miss the scheduled time to lock the facility a \$25 dollar fee will be deducted from your deposit as someone will have to come and lock the facility as your toggle number will not work.**

**The front doors are automatic – DO NOT attempt to PROP THE DOORS OPEN AT ANYTIME AS THIS WILL DAMAGE THE ELECTRONIC LOCKING SYSTEM. DAMAGES WILL BE CHARGED TO HOLDER OF THE RESERVATION FOR ANY DAMAGES INCURRED.**

All organizations are to insure the building is left clean, including restrooms and to follow all rules and policies expected of any individual or group who rents the building. Rental funds realized through the building rental goes for utilities, maintenance and capital improvements to the Community Center.

# Shirley McGuire Community Center

NOT TO SCALE

