PERRYSBURG SENIOR CENTER BUILDING

The Perrysburg Senior Center Building is now available to rent Monday through Friday from 5 p.m. to 12 p.m. and Saturday and Sunday from 8 a.m. to 12 p.m. The building will not be rented for parties, receptions, showers, etc. Organizations having regularly scheduled meetings or activities may arrange for use of the building on a monthly basis also. Food and non-alcoholic beverages are permitted but the food has to be brought in already prepared or in crock pots for heating. You cannot use the kitchen facilities. You are also responsible for paper products and your own coffee maker. There are enough tables and chairs for 167 persons (which is capacity) and you are responsible to clean up and put the building back the way you found it.

Reservation information as well as regulations and rental fees may be obtained from the Perrysburg Street Division office at 205 East Boundary Street.

The City of Perrysburg has adopted the following regulations governing the use of the Senior Center Building. These regulations are not designed to discourage the use of the building or to lessen the pleasure of those using it, but rather to insure that all users will find it a pleasant building and will not be denied full enjoyment because of a few careless and thoughtless individuals:

1. **RESERVATIONS**

1. There will be no parties, receptions, showers, etc.
2. Reservations must be made by calling the Street Division between the hours of 7:00 a.m. and 3:30 p.m. Monday through Friday at 419-872-8020 or stopping by 205 East Boundary Street. Please reserve at least 3 days in advance.
3. Forms are available at the Street Division or online for making reservations and must be completed and signed by the person in charge of and responsible for the group using the building and approved by the Director of Public Service or his designee.
4. Organizations having regularly scheduled activities may arrange for use of the building on a monthly basis.
5. Building rental to groups primarily involving minors is restricted to non-profit organizations only. A list of the names of adult chaperons must accompany the application.

2. RENTAL FEES

1. All groups using the building shall pay, in addition to the required deposit, a rental fee in accordance with the following, with a minimum fee of $20.00.

Days and Hours	City Resident or Community Social Groups	Non-Resident or Non-Community Groups

Monday – Friday 5:00 p.m.-1:00 a.m.	$20.00/hour	$25.00/hour
Saturday & Sunday 8:00 a.m.-1:00 a.m.	$25.00/hour	$30.00/hour

1. All rental fees, except as herein noted, must be paid at the time of application in order to hold the reservation. Reservations made more than four weeks in advance must be secured by a reservation deposit of **$20.00** until four weeks prior to the desired date, at which time the fee must be paid. The reservation deposit will be applied to the balance due of the rental fee.

The reservation deposit of **$20.00** shall be forfeited if the reservation is cancelled. Cancellations during the four weeks prior to the desired date shall result in forfeiture of the entire rental fee.

3. **HOURS OF OPERATION**

The Senior Center Building will be available for rental daily between the hours of 5:00 p.m. and 1:00 a.m. and on weekends from 8:00 a.m. – 1:00 a.m. The City of Perrysburg reserves the right to require ANY GROUP to adjust its hours so that more than one group may use the building on any given date.

4. DEPOSIT TO GUARANTEE CONDITION OF BUILDING

A security deposit in the amount of **$50.00** shall be required, except as herein noted, of every group using the building, to cover the cost of damage and/or excessive cleaning. Said deposit must be made at the time the full rental fee is due. The deposit will be returned in full if inspection reveals that the building was left in good condition. If the building is not left in good condition, then the group using the building shall be liable for the balance and shall be denied further use of the facilities until the claim is satisfied. Responsible community groups making regular use of the facilities may request, in writing, permission to not make a deposit, and if permission is so granted, the deposit will be waived. Waiver of the deposit shall NOT waive any of the foregoing requirements.

1. **KEYS**

Keys may be picked up at the **Police Division** by the party signing the application, not more than one-half hour prior to the rental hours. It is the responsibility of the group using the building to lock all doors and windows when leaving the building and failure to do so may result in loss of building privileges. Keys **MUST** be returned to the Police Division IMMEDIATELY after use of the building is completed. NO ONE will be permitted to retain a key, even though they may have permanent reservations.

6. **CLEAN UP**

Each group using the building is expected to perform a reasonable clean-up before it leaves. Minimum clean up shall consist of:

1. Removal of all food and beverages from premises.
2. Picking up and placing of all trash and debris in outside containers provided for this purpose.
3. Cleaning up of any liquids or foods which may have been spilled on floors, counters, tables, etc.
4. Removal of all equipment, etc., unless permission is given to let it remain.

7. **FOOD AND BEVERAGES**

Food and non-alcoholic beverages may be served in the building. There is no food preparation available to renters. This means no use of the oven. You may bring in crock pots and plug them in. You are responsible for all paper products (plates, cups, napkins, silverware) and all serving dishes and utensils. There is no coffee urn or coffee maker available for your use. You need to bring your own. Users are asked to leave the food facilities as clean as they found them, and to be particularly careful NOT TO PERMIT GARBAGE TO ENTER THE DRAINS.

8. BUILDING INSPECTION

The building will be inspected by personnel after each use and a written report made of its condition. Please note the condition of the building when you enter, and if any unusual condition is evident, please contact the City immediately; otherwise, your group will be held responsible.

9. CONDUCT

Any conduct which infringes upon the rights of others, is potentially harmful to the facilities, is illegal, or is otherwise not in good taste, will not be tolerated. Failure to abide by these rules of conduct will be grounds for causing the building to be vacated and future use to be denied.

10. PARKING

Parking is permitted in any area provided for this purpose except the paved area immediately to the rear of the Fire Station, and in front of the Fire Station, which is reserved for the use of the Fire Division. Guests are cautioned NOT to park in or across the Fire Division's front driveway at ANYTIME.

11. EQUIPMENT

You must provide any equipment you need for your event (coffee maker, etc.).

The equipment of various organizations may be in the building at various times and be accessible to others using the facilities; however, unless you have permission from the owners of said equipment, you are requested to leave it alone.

12. TABLES AND CHAIRS

The building is supplied with tables and chairs. Each group is responsible for putting them back the way they were found.

13. NO COOKING

Cooking is not allowed in the kitchen but you can bring in prepared foods in crock pots and plug them in.

14. CAPACITY IS LIMITED TO:

167 persons

Please realize that these rules and regulations are for the benefit of all users. We respectfully request your compliance in detail with each of them.