

# Canal Winchester Community Center

22 S. Trine Street  
Canal Winchester, OH 43110  
614-837-8276

## Rental Guidelines:

1. Center rental hours are from 8:00 a.m. until 11:00 p.m. Center office hours are Monday – Friday, 8 a.m. to 4:30 p.m.
2. A \$100 deposit is due at time of reservation. Full rental payment is due a minimum of 10 business days prior to your event. Deposits will be returned within 30 days after your event, provided there are no problems.
3. In order to provide fair use of this facility, no one group or individual is permitted to have regularly scheduled evening or weekend rentals more than twice per month.
4. The person obtaining the reservation is responsible for the group's conduct and must be 21 years of age. Youth/teen functions must be adequately supervised by responsible adults. One adult for every 10 youth is required. Certain groups may be required to retain the services of an off duty sheriff at their expense.
5. Persons or groups using the building are liable for damages to the building and/or its furnishings. A replacement charge will be assessed for any damaged or broken equipment. Report any damage or problems immediately.
6. Your keycard for entry into the building must be picked up during regular business hours 1 to 3 days prior to your rental date.
7. Alcoholic beverages and smoking are prohibited at the community center.
8. You are responsible for any set up and clean up needed for your event and activities must be contained to the area rented.
9. The City of Canal Winchester will assume no responsibility for lost or stolen items. Use of the facility is at your own risk.
10. Please bring trash bags and cleaning supplies. Bag all trash and place in dumpster outside. Check restrooms and outside area for trash. Ensure back door is shut properly so it will lock automatically when front door is locked.
11. Floors, tables, sinks and counters must be cleaned. Tables and chairs must be put back in place for your full security deposit to be refunded.
12. Decorations may be hung using removable tabs or putty. Please do not use tape, pins, nails or staples on the walls. Decorations may be hung from ceiling using paper clips.
13. Please ensure all doors are secure and lights are off, including restrooms, before leaving. **The key card must be left in the drop box outside the doors or returned to the Community Center on the following work day. (Monday – Friday 8:00 am – 4:30 pm) No deposits will be issued until keycard is returned. Loss of your key card will result in a \$25.00 fee.**