

## Canal Winchester Community Center

45 E Waterloo St.  
Canal Winchester, Ohio 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, 8:00 a.m. to 4:30 p.m., excluding major holidays.
2. A \$100 deposit is due at time of reservation. Full rental payment is due 10 business days prior to the rental. Deposits will be returned within 30 days after the event, provided the renter has followed all posted guidelines and all cleanup procedures. Rentals are subject to cancellation if full payment is not made 10 business days before the event.
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 for free.
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 youths is required.
5. Report any damage or issues immediately. Persons or groups using the building are liable for damages to the building and/or its furnishings. A replacement charge will be assessed and billed to the renter for any damage to the facility over the \$100 deposit.
6. Renters will receive an email with a code to enter the building 1-3 days prior to your rental date. You may also call the community center during office hours to receive the code. **Access to the building will not be granted any earlier or extended any later than the scheduled rental time.** Ensure all doors are shut properly upon departure so they will lock automatically when the main entrance door is locked.
7. Alcoholic beverages, smoking, or vaping of any kind is prohibited in or outside of the community center.
8. The renter is responsible for any and all set up and clean up needed for the event. Activities must be contained to the area rented. **Set up and clean up must occur during the scheduled rental time frame.**
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. The renter is responsible for trash bags and cleaning supplies. A broom, dustpan, and mop can be found in the closet between the restrooms. Bag all trash and place in the trash bin outside. Check restrooms and outside area for any trash and cigarette butts.

11. Floors, tables, chairs, sinks, and counters must be cleaned. Tables and chairs must be put back in place for the full security deposit to be refunded. Store chairs in stacks of 10.

12. Decorations may be hung using removable tabs or putty. **Do not use tape, pins, nails or staples on the walls.** No decorations may be hung from the ceiling, light fixtures, or decorative “clouds.” Deposit will be lost if there is damage to the walls caused by decorations or improper adhesives.

13. Please ensure all doors are secure and lights are off before leaving. Bathroom and hallway lights are automatic, but kitchen and main room lights must be turned off manually.

14. Video surveillance is in use inside and outside of the community center at all times. Activities at the community center are subject to video monitoring.

15. To report any issues or for assistance during the rental, email [info@canalwinchesterohio.gov](mailto:info@canalwinchesterohio.gov). For non-emergency urgent issues, **call 614-837-7478**

**In case of emergency, call 911.**

**Cancellation Policy:** Rentals may be canceled up to 10 business days prior to the event to receive a full refund. Late cancellations or no-shows may be subject to loss of deposit or no refund.