

YSSC Great Room Use Agreement

- Be considerate about serving food and drink which could leave stains if spilled
- No excessively loud sound or music (there are apartments upstairs)
- No flames or candles are permitted in the building
- Alcohol is permitted in limited amounts, not full bar service and not for sale
- Keep thermostat set as is, do not change the temperature without permission
- Do not block the carport or the two spaces reserved for apartments (marked)
- **Observe the room capacity limit of 95 people**
- Do not place anything within 3 feet of the breaker panels in the far Northeast corner
- Do not move the piano AND don't place anything on it
- Do not play the piano without permission in advance. It may be gently rolled into place for a performance.
- Each event / group will have ONE PERSON who is responsible for keeping track of everything that is brought into the building – and that it is all taken away
- No Senior Center belongings should be removed by mistake. Damaged items must be reported on this form and will require payment to cover repair or replacement.
- The facility is not available for religious, marketing, or partisan activities.

Name of responsible person (print) _____

Group or event _____

Check list for the end of every event:

- Leave the room and kitchen clean. There is a vacuum, mop and broom in the kitchen closet, cleaning supplies are under the kitchen sink. Wash all dishes used.
- Do not stack chairs more than 5 high. Use caution to avoid damaging the fabric when stacking. Return tables to the location you found them.
- Empty all trash bags, assure that they don't leak when carrying them, take the trash away with you. Do not use Senior Center trash receptacles inside or outside.
- Put fresh trash bags in any trashcans you empty. (Find them under the kitchen sink)
- Turn off all lights on the switches in the Great Room. One bank of lights stays on, it is not on those switches.
- Check that lights are off in the restrooms and kitchen. Hallway lights are left on.
- Assure that all doors to the Great room are completely closed both indoors and out. Walk around the building outside and check that all doors are fully locked including the one facing the alley.
- When you are done with this check list, please complete the information below and return the form, your key and your rental fee (if applicable) in the mail slot at the front door.

I have completed each item on this check list and made sure each item has been completed. I can be contacted at _____ (ph #) if anything is not as it should be.
Did you have any problems that we should be aware of? _____

Signature _____ Date _____

Rental rates for Great Room:

Local non-profit organizations: No charge, please encourage participants to join the Senior Center. Membership forms are available in the room. If the group has liability insurance a certificate of insurance is requested to keep on file.

Members: no charge for a one-hour rental once per calendar year.

Member rate for events over one hour OR second event: \$10 per hour, additional \$25 per use if the kitchen will be used. Reservation time must include set up and clean up.

Non-members: \$15 per hour, additional \$25 per use if the kitchen will be used. Reservation time must include set up and clean up.

Rental of the Great Room is NOT available during Senior Center open hours of Monday through Friday 9:30 - 4. Rental availability is limited, please contact YSSC at 937-767-5751 well in advance to check available times.

Reservation information:

Group or event _____ Non profit Private event

Date of event _____ Time of event _____ until _____

Number of hours requested _____ Total rental cost \$ _____

Contact Person _____

Phone number _____

Email Address _____

YSSC office use: Key given to _____ Date _____

Key returned? _____ Date _____

Payment completed? _____ Amount _____ Staff Initials _____