



320 West Central Avenue, Springboro, Ohio 45066 937 748 4343 Fax 937 748 0815 ci.springboro.oh.us

## Springboro Community Room RESERVATION FORM

Group		Group Size		<b>(Maximum Group Size: 50)</b>	
	<i>(Must be a Springboro resident)</i>				
Address				Springboro	OH 45066

<b>AVAILABILITY:</b>					
Days	Monday-Friday (except Wednesdays)	9:00a.m. - 3:00p.m.			
Evenings	Monday-Friday	5:00p.m. - 10:00p.m.			
Weekends	Saturday-Sunday	9:00a.m. - 10:00p.m.			
			Start ↓		End ↓
Reservation Date:		Day of the week:		Time:	
Purpose:					
Description/Special Needs:					
<input checked="" type="checkbox"/> Please check all that apply.					
<input type="checkbox"/>	Projector	<input type="checkbox"/>	TVs	<input type="checkbox"/>	Podium
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Tables
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Kitchen
<b>I have received and will comply with the Springboro Community Room Usage Policy.</b>					
<b>Signature/Date:</b>					

FOR OFFICE USE ONLY	
Date available:	Management approval required:
Approved/Date:	
Copy of reservation to :	Applicant:
	Dispatch:

## Springboro Community Room Usage Policy

### **Purpose**

The Community Room of the City of Springboro City Building is available for public gatherings of Springboro affiliated non-profit groups when the room is not being used for City-related activities. Use of the Community Room must take place in a responsible manner, without interference to City activities or operations.

### **Use**

1. Community Room Hours: 9:00a.m.-3:00p.m., Monday-Friday (except Wednesday); and 5:00p.m.-10:00p.m. Monday-Friday. 9:00a.m.-10:00 p.m. Saturday and Sunday. All events **MUST** be concluded by 10:00p.m., regardless of the day.
2. Community Room usage is limited to Springboro affiliated non-profit groups only.
3. Meetings planned by a company or individual to promote, advertise or lead to the sale of a product or service are not permitted.
4. No one under the age of 21 is permitted to reserve the Community Room.
5. The Community Room occupancy is limited to a maximum of 50 people.
6. Private social events such as family reunions or wedding receptions are **NOT** permitted.
7. Religious and partisan political activities are **NOT** permitted.
8. The City reserves the right to review any or all applications and may require sufficient time to make proper investigation before gaining approval. Special use of the Community Room can be approved at the sole discretion of the City Manager.
9. Use of the kitchen must be requested on the City application form at time of application.

### **Fees and Liabilities**

1. The City charges no fee for use of the Community Room.
2. Groups shall forfeit any future use of the Community Room if they cause damage to, or loss of City property or the room is not left in the condition in which it was found.
3. The City is not liable for injuries to people or damage to property of organizations using the Community Room.

### **Guidelines for Meeting Room Use.**

1. Use of the Community Room must be contained to the room; the common areas are only to be used to enter/exit the building or access the public restrooms.
2. The Community Room must be left free of crumbs, waste, etc. A vacuum cleaner and cleaning supplies are available.
3. Each group using the Community Room is responsible for setting up the room and returning it to its original condition. The room contains 8 round tables, 3 rectangular tables and 50 chairs. **City staff WILL NOT set up or take down chairs or tables and the City WILL NOT supply more, or permit more to be brought in.**
4. Use of audio visual (A/V) equipment is **NOT** permitted, unless written approval is granted on application.
5. The City is unable to provide storage space for groups using the Community Room; therefore, any food, beverages or personal items left in the room on the day following a meeting will be discarded.

### **Reservations and Cancellations**

1. An application for the use of the Community Room must be completed and signed by a representative of the group, who must be a Springboro Resident, and approved by the City before use of the room begins.
2. Reservations for the use of the Community Room must be made **no less than two (2) weeks in advance**. However, if the use of the room is to be during the work day (i.e. 9:00 a.m.-3:00p.m.), the reservation must be **made two (2) months in advance**.
3. A maximum of two meetings per month may be scheduled by any individual group unless special authorization granted.
4. Requests will be considered on a first come, first serve basis. The City will begin taking reservations for the following year on November 1. (Example - Reservations for 2011 can begin on November 1, 2010.)
5. Applicants will receive a confirmation verifying date, time and acceptance or denial of request.
6. The City reserves the right to cancel prior Community Room reservations without notice in the event of emergency.
7. The City should be notified as soon as possible if a meeting scheduled for the Community Room has been cancelled. Please call 937-748-4343 during regular business hours or after business hours call Police Dispatch at 937-748-0611 to cancel a reservation.

### **Publicity**

1. The name, address, phone number or website of the City of Springboro may not be used as the official address, headquarters or identifier of an organization.
2. The use of the Community Room shall not be publicized in such a way as to imply City sponsorship of the group's activities.