

**VILLAGE OF MOSCOW
RIVERVALLEY COMMUNITY CENTER
30 Wells St.
Moscow, Ohio 45153**

Community Center Policies & Procedures

Center users shall abide by posted regulations at all times. Failure to comply with any of the Center policies or procedures may be grounds for immediate termination of Center use.

- Reservation and rental times are scheduled on a first-come first-serve basis. The facility may only be reserved or rented by person's age 18 or older.
- A Release of Liability Form, Security Deposit, and Rental Fees must be received in full no later than **10** calendar days prior to scheduled event.
- Cancellation of reserved rental must be made no later than **10** calendar days prior to scheduled event. Cancellation notification must be in writing or by contacting the Event Coordinator at 513-553-4200. Security Deposit and Rental Fees will be forfeited for failing to meet this condition.
- Center users are expected to conduct themselves in a cordial manner. Violent, obscene, or disobedient behaviors are grounds for immediate expulsion or termination of facility use and may be punished to the laws fullest extent.
- Individuals or groups reserving or renting the Center must adhere to posted occupancy limits.
- Property damage of **any kind** may be punished to the laws fullest extent. Deposits may be forfeited and/or additional fees may be charged for repair/replacement of damaged items.
\$15.00 – Popped up or twisted ceiling tile
\$25.00 – Broken ceiling tile or light
- The Center may not be altered in any way. Decoration schemes (i.e. balloons, banners, etc.) or special equipment needs (i.e. audio/video, computer equipment, etc.) must be reviewed and approved by the Center Director prior to installation or usage.
- For catered events, the caterer must provide proof of a liability insurance rider for \$1 million listing the Village of Moscow as certificate holder.
- The use of open flames or smoke machines are prohibited unless used by a caterer for food preparation under constant supervision.
- Music and/or other audio-visual presentations must maintain reasonable volume control. Audio-visual materials must be suitable for a public facility. Adult-oriented materials are strictly prohibited.

The Center doors must be securely closed after scheduled event. User assumes all liability for any damages resulting from an unsecured facility.