

Center Township of Howard County

Community Service Building

The Center Township Community Service Building is located at 201 E Jefferson Street, at the corner of Union Street & Jefferson Street. The Community Center is a fully accessible facility with space suitable for a variety of meetings. The facility offers a large meeting area (25'x50'), capacity of no more than 75 people, as well as a kitchen/storage area suitable for a small group meeting, and two large handicap-accessible restrooms, and under certain circumstances an office and wi-fi internet connection are available.

PURPOSE

Even though the Center Township Community Service Building was built with funds from grants, it still belongs to the taxpayers of Center Township. In pursuing good stewardship of township assets, the Office of the Trustee encourages the use of the building by organizations which give service to the constituents of Center Township while giving due diligence to preserve the facility for generations to come. Center Township will now like to open up the facility to the general public for use.

AMENITIES

Phone can be provided for public use upon request. Local or calling card calls only. Wireless Internet is available upon request under certain circumstances. The kitchen comes equipped with **residential-grade** appliances. (See #3 under section "OBLIGATIONS" below.) Audio and Visual Equipment can be used only upon request.

PARKING

Parking for the building is immediately behind the facility. Please enter using Jefferson Street only. There are 26 parking spaces. Please take this into consideration when booking the facility. If your group anticipates more cars than parking spaces, additional parking must be arranged in advance with the Trustee's office. **THE PARKING SPACES IMMEDIATELY SURROUNDING THE TRUSTEE'S OFFICE MAY NOT BE USED FOR OVERFLOW PARKING DURING OFFICE HOURS!** Cars may be towed that are in violation. Parking is also available on Jefferson Street. Some parking can also be accommodated during office hours in the lot across from the Office building.

SCHEDULING

Reservations for the facility are scheduled with the Trustee's office. Inquiring organizations should authorize one individual to serve as the contact person for the group. This person will be responsible for scheduling the reservation and coordinating details with the township, including any arrangements for the building access and instructions for facility use. **The contact person must be present at all times during the event and is responsible for assuring that the facility is left in its original condition.** Reservations will be confirmed in writing by the township upon receipt of any applicable fees or deposit and a completed Indemnification/Release form. Therefore same day bookings are not possible. Requests should be made as far in advance as possible.

EXTENDED BOOKINGS

An "extended booking" describes routinely scheduled meetings (ie. weekly, biweekly, and monthly, etc.) that are booked for two or more months in succession. Extended bookings may not be permitted for groups with a history of cancellations.

AVAILABILITY

The Center Township Trustee's Office will attempt to accommodate each request; however, the Trustee reserves the right to restrict frequency of use and to schedule the facility based on the best use for the community. The Trustee also reserves the right to change, cancel or revoke reservations at any time, in which case the affected group will be given as much advance notice of the change as possible.

SCHEDULING & RATES

Priority for the scheduling of the Community Service Building will be in this order:

1. Official Center Township Functions
2. Contractual Service Providers for Center Township
3. Not-for-profit organizations within Center Township
4. Residents of Center Township
5. Non- Residents

SATURDAY/ SUNDAY RATE 10:00 AM- 8:00 PM

	CSB Building	Deposit
10am-8pm(All Day)	\$100.00	\$50.00
Non-Resident Rate	\$250.00	\$100.00
2hour Resident Rate	\$50.00	\$25.00
Non-Resident Rate	\$150.00	\$75.00

WEEKDAY (Monday-Friday) 5:00PM- 8:00PM

	Community Service Building	Deposit
5pm-8pm	\$25.00 per hour	\$25.00
Non-Resident Rate	\$50.00 per hour	\$50.00

NON-PROFIT/ CHARITABLE ORGANIZATION – RENTAL FEE IS WAIVED AND DEPOSIT DEPENDS ON NATURE OF BUSINESS

DAMAGE DEPOSITS

A refundable deposit will be required for the use of the facility and will be collected from the contact person at the time of confirmation. **The deposit will be returned within 10 days if all policies for the use of the facility are maintained.** The deposit may be retained if damages occur or if excessive cleaning is necessitated. Damages or cleaning costs that exceed the deposit fee will be the responsibility of the respective person/organization. A deposit of \$100 is due at the time of key pick-up.

PAYMENT

Payment is to be made as follows: 50% at the time of booking, 50% thirty (30) days in advance, damage deposit (in the form of a Cashier's Check or cash unless preapproved by the Trustee) is due at key pick-up.

CANCELLATIONS

This cancellation policy is necessary to provide for the best use of the Township Community Service Building. Late cancellations and "no-shows" prevent others from using the facility. Initial payment is refundable up to seven (7) days from booking. **Following, there will absolutely be no refunds.**

ALCOHOL, TOBACCO, DRUG POLICY

Absolutely no alcohol, tobacco, or drugs (other than medically necessary prescription issued pharmaceuticals) are permitted on Center Township property.

FUND-RAISING POLICY

Fund-raising IS NOT permitted on township property including the buildings.

CUSTOM SET-UP

Current policy does not allow for set-up. While there are extra tables and chairs available, set-up needs to be the responsibility of the requesting group. It is expected that following your event, the building shall be returned to the pre-use set-up.

PROBLEMS DURING YOUR SCHEDULED EVENT

The Center Township Community Center does NOT employ a full-time attendant; therefore, if you should encounter an emergency any time after office hours, please refer to the call list provided at the time of key pick-up.

OBLIGATIONS OF USER

1. Clean up: All persons using the Township facilities are asked to keep the rooms in a neat and orderly condition and not to affix items to the walls. Food and beverages are allowed, but they must be disposed of properly. Please remove all food waste from the building and property when leaving.
2. All groups doing craftwork must first cover tables. **Trash is to be emptied into the containers provided in the building with the exception of food.** Failure to satisfy this obligation may prohibit future use of the facilities and loss of your deposit.
3. Kitchen ranges are to be used for warming of food only. Actual cooking should be done elsewhere.
4. Key(s) must remain in the possession of the contact and be returned in a timely manner following the meeting/event. Failure to return key after being notified by the Trustee's office, will result in a key replacement charge. (This includes lost keys).

5. Building must be secured upon exit according to instructions on confirmation sheet. **Failure to secure the building may prohibit future use of the facilities and loss of your deposit.**
6. Smoking is prohibited in or around the Community Service Building. (Refer to Alcohol, Tobacco, Drug Policy above.)
7. Consideration must be given to neighbors. Be cautious that noise level is not disruptive to others.
8. Decorations may not be applied to the walls. Balloons may be brought in the day of the function. **Absolutely no use of glitter or confetti.** Only areas pre-arranged at reservation time are to be used by anyone in your group.
9. ALL youth activities must be chaperoned by two adults over 21 years of age per 25 attendees – one of which must be a parent/guardian. Adults attending meetings must not leave children unattended. **Children under the age of 18 must be accompanied by an adult in the Community Center at all times. Adults attending meetings must not leave children unattended.**
10. Keys are to be picked up the day or days leading up to event. All doors are expected to be locked after usage and keys are to be placed in overnight deposit box. Failure to return key will be an automatic loss of damage deposit .

Failure to satisfy these obligations may cause forfeiture of deposit and will prohibit future use of the facilities.