



2829 Minerva Lake Rd. • Columbus OH 43231  
 614-882-5743 • 614-882-0701 fax

**MAYOR**  
 Lynn Eisentrout

**CLERK-TREASURER**  
 Suzanne Coulter

### Use of the Community Building

1. State Fire Codes mandate a maximum capacity of 50 people.
2. All parking signs must be observed.
3. No alcoholic beverages are permitted in the building or on Village grounds.
4. All lights shall be turned off and windows & doors closed & locked upon leaving the building.
5. The building shall be left in a state of order and cleanliness. All trash shall be collected and placed in receptacles. Tabletops, floors, and restrooms must be cleaned. All chairs and tables shall be stored in proper places.
6. Any damage caused to the building or contents by the users will be charged to the group or individual reserving the building.
7. Fees - \$50 refundable deposit plus \$50 charge for renting the building.
8. Nonprofit organizations based in the Village are exempt from rental fees but will lose their use of the building if they violate these rules.

### Contract Confirmation

Contact Person	Organization	Event Date
Address	Starting Time	Ending Time
Phone	# of Guests	Type of Function

No reservations will be accepted without the return of this signed confirmation. Your signature on this contract constitutes a guarantee for this reservation and compliance with the rules of use.

Date \_\_\_\_\_ Agreed by \_\_\_\_\_

### Office Use Only

Condition of Bldg & Grounds after Event			
Deposit Received	<input type="checkbox"/> Cash <input type="checkbox"/> Check	Rental Received <input type="checkbox"/> Cash <input type="checkbox"/> Check	Receipt No.