



FACILITY RESERVATION POLICIES & PROCEDURES

UNION TOWNSHIP, OHIO
(Clermont County)

The Eastern Gateway of the Cincinnati Metropolitan Area

www.union-township.oh.us

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Overview

It is the intent of the Union Township Board of Trustees to make its facilities available to the community on a fair and equitable basis. Departments of Union Township, their agents, and assignees, have first priority in scheduling of facilities for programs and activities. The following procedures and guidelines will outline the rules and regulations regarding township facilities.

Amendment of Policy Document

The Township Administrator shall be authorized to amend this policy from time to time, as required in order to effectively provide for the orderly usage or management of all Union Township facilities.

Reservations:

The following shall apply with regard to reserving rooms for use at the Union Township Civic Center or any other Township facility:

1. Residents of Union Township may reserve a room at the Union Township Civic Center not more than three (3) months in advance, including the current month (at the time of the reservation), and including the two (2) following months, based on availability and as determined and approved by Township Administration.
2. Residents of Union Township may reserve any of the Park Pavilions not more than three (3) months in advance, including the current month (at the time of the reservation), and including the two (2) following months, subject to final review and approval by the Union Township Service Director.
3. Non-residents may reserve a room at the Union Township Civic Center within the current month only.
4. Non-residents may reserve any of the Park Pavilions up to one (1) month in advance, within the current month only.
5. An individual/organization may reserve a room at the Union Township Civic Center no more than five (5) times per month. An individual/organization may reserve a Park Pavilion at any park no more than five (5) times per month.
6. In the event that a Resident and Non-Resident requests the same facility and reservation time, or in the event of a scheduling or reservation request conflict, scheduling priority shall be granted to the reservation request submitted by the person who is a Resident of the Township.

Applications

No reservation shall be final until the reserving party has completed and submitted the required application materials along with a copy of the State Issue ID or Driver's License for the reserving party. Application, ID, and payment, if applicable, for facility reservations, must be submitted via the Township online reservation portal to confirm the reservation. Any required fees shall be paid in the form of a check or money order. No cash shall be accepted. Applications and/or confirmation forms shall be submitted within seven (7) calendar days of the reservation. If the deadline falls on a weekend, the form shall be submitted on the last working day prior to the deadline (e.g. Friday prior to submission deadline). Failure to timely file shall result in cancellation of the reservation.

Applications and payments shall be submitted to the Township online utilizing the Township online reservation portal.

Applications received after 2:00 PM may not be processed until at least the following business day. Electronically submitted or mailed forms (email, regular mail, etc.) will not be accepted.

General Rules and Regulations

The following general rules and regulations shall apply with regard to those persons or organizations reserving rooms for use at the Union Township Civic Center or any other Township facility:

1. Applicants must show proof of residency to receive resident privileges. Persons living in Union Township or the owners of businesses located in Union Township shall be considered “residents”. Union Township residents may not serve as “agents” for functions primarily serving non-residents. The resident who reserves any facility must be in attendance throughout the event.
2. All applicants shall furnish a copy of their state-issued driver’s license or a copy of their state-issued identification if the applicant does not possess a valid driver’s license, at the time of submitting the application for the requested reservation. The applicant on the reservation form MUST match the applicant initiating the original reservation request or the form will be rejected and the reservation cancelled.
3. Applicants must be 21 or older to reserve a facility.
4. One adult chaperone (over 21 years of age) must be provided for every 25 minors (under 18) in attendance.
5. Gambling is not permitted.
6. Alcoholic beverages shall not be permitted at any Union Township facilities, unless previously authorized by the Township Administrator, in conjunction with any Township-organized or Township-sponsored event.
7. Smoking or tobacco products, including e-cigarettes, vaping devices, or smokeless tobacco, are strictly prohibited in any Union Township facilities.
8. All groups or individuals reserving facilities shall be responsible for the facility being clean, free from trash and/or debris, and in an orderly state after scheduled use. Should the facilities be left in such a condition to require additional cleanup or maintenance, future reservation privileges shall be permanently revoked. Additionally, the responsible party shall be invoiced for any and all additional expenses associated with negligence or abuse of facilities, with a minimum charge of \$100.00 per occurrence.
9. All functions conducted in Union Township facilities must be in accordance with township standards and, therefore, not be in violation of any township regulations or resolutions as set forth in the rules providing for the issuance of permits for use of facilities.
10. In circumstances where functions require the presence of an “on-duty” Union Township employee(s), the employee(s) will be considered to be “on duty” during the entire scheduled length of the function or activity, with the actual hourly costs associated with the furnishing of said employee(s) to be paid at the expense of the applicant.
11. In no instance shall any reservation be granted for a period of more than 1.5 hours for the gym, and not more than two (2) hours per reservation, per calendar day to a single reserving party. In the sole discretion of the Township Administrator or his appointed representative, this restriction may be altered, extended, modified, or waived on a case by case basis.

11. No reserving party shall be granted the use of more than one room for any calendar day at the Union Township Civic Center. In the sole discretion of the Township Administrator or his appointed representative, this restriction may be altered, extended, modified, or waived on a case by case basis.
12. No additional reservations shall be granted until a previously confirmed reservation has been completed.
13. The individual that is approved for a gym key card is required to sign the logbook at each use. Failure to sign the logbook may result in suspension or cancellation of any remaining reservation times.

Non-Profit Organizations

Legally chartered non-profit groups who primarily serve Union Township may reserve a room at the Union Township Civic Center up to twelve (12) times per calendar year. These reservations may not be made more than thirty (30) days in advance.

Governmental Organizations

Legally recognized political subdivisions within the State of Ohio, Clermont County, Union Township, or any other quasi-governmental body serving or benefiting the citizens of Union Township shall be permitted to reserve Union Township facilities at any time at no cost, with no limit as to the placement of advanced reservations, subject to final review and approval by the Township Administrator.

Prohibition of Commercial Use

Commercial use of the Union Township Civic Center, Amphitheatre, and any Park Shelter is prohibited. Businesses may use the facility for training or other business-related uses, but may not use the facility for the sale of any goods or services. Notwithstanding the foregoing, special events that are held, hosted, sponsored, or organized by any private non-profit, or any for-profit business where the Township is also an organizer or sponsor of the event may be authorized at any Township Facility, at the sole discretion of the Township Administrator. The decision of the Township Administrator shall be final and non-appealable.

Negligence/Abuse of Facilities

No security deposit is required for events hosted at the Union Township Civic Center. However, additional charges will be invoiced to persons or organizations utilizing Township facilities if damages or destruction occurs to the room or facility being reserved. The minimum charge for damage shall be \$100.00, and shall be invoiced to the responsible party. Costs of invoiced charges shall ultimately be assessed at the sole discretion of the Township Administrator, but in no instance shall any invoiced charges be less than \$100.00 per occurrence.

Charges will be invoiced to persons or organizations reserving rooms in the event of any of the following circumstances occurring:

- Failure to clean facility;
- Failure to return key;
- Failure to return audio/visual equipment or cables;
- Lost or stolen audio/visual equipment or cables;
- Damage to facilities or furnishings;

- Possession or consumption of intoxicating beverages;
- Failure to return tables and chairs to their original positions;
- Damage incurred from smoking or ingestion of tobacco;
- Any other act of negligence;
- Breach of rules and regulations or facilities usage contract.
- Any other damage resulting from the reserving party's occupancy, in the sole discretion of the Township Administrator.

Persons reserving rooms at the Union Township Civic Center hereby warrant that they will be personally responsible for the cost of repair of any damage, as determined by the Township Administrator. Further, persons reserving space at any Union Township facility further recognize that Union Township, its employees, agents, or assigns, are in no way responsible for lost, damaged or stolen items.

Lost or Stolen Access Cards

A fee of \$10.00 per lost or stolen access card shall be assessed and invoiced to the responsible party. Cards shall be considered lost or stolen if not returned to Union Township on or before the date provided on the keycard envelope.

Additional Services

Each facility has a set number of tables and chairs. Applicants are responsible for the set-up and tear-down of tables and chairs. In no instance shall any person use any chairs or tables outside of the originating room without first receiving authorization from Union Township. Applicants are responsible for making arrangements for tables, chairs, or other equipment exceeding township inventory. No person shall exceed the posted occupancy limits established for each facility.

Use of Intoxicating Beverages

The following rules and regulations shall govern the use of intoxicating beverages by those persons or organizations reserving rooms for use at the Union Township Civic Center or any other Township facility:

1. The possession, use, or consumption of intoxicating beverages is strictly prohibited at all Union Township facilities.
2. The sale of intoxicating beverages is prohibited at all Union Township facilities.

The Township Administrator shall have sole discretion to authorize the possession, use, sale, or consumption of alcoholic beverages at any Township Facility, in conjunction with any Township-organized or Township-sponsored event. The decision of the Township Administrator shall be final and non-appealable.

Hours of Operation

All indoor facilities are available for reservation from 7:00 AM through 9:00 PM, Monday through Friday; and from 8:00 AM through 6:00 PM, Saturdays and Sundays. The Riverview Room is closed on Saturdays and Sundays, and is not scheduled beyond 5:00 PM on Mondays through Fridays. Park Pavilions are available for reservation from Dawn to Dusk. The Township Amphitheatre is open for reservation by appointment only.

Cancellation

Persons or groups wishing to cancel an activity or function shall be required to provide a minimum of forty-eight (48) hours advanced notice of cancellation to Union Township. Failure to provide ample and timely notice of cancellation may result in the revocation of future facility reservation privileges.

Miscellaneous

The following additional rules and regulations shall apply to all persons or organizations reserving Union Township facilities:

1. An employee of Union Township shall have the right to enter said premises at any time to determine if there are violations of rules and regulations or any state law.
2. Reserving parties shall maintain a copy of the facilities usage contract with him/her during the scheduled event as evidence of the registration and will agree to hold Union Township harmless in every instance for the duration of their reservation.
3. Taping, tacking, or affixing anything to the walls, doors or ceiling of any facility is prohibited.
4. The use of candles of any type or kind is strictly prohibited.
5. Persons reserving space must only use the facility during their scheduled time according to their contract. **The facility must be left in the condition you found it.** Failure to comply will result in forfeiture of future reservation privileges and may result in costs being invoiced to the person(s) or group responsible for the reservation.
6. **NO FOG OR SMOKE MACHINES OF ANY KIND ARE PERMITTED.**
7. No straw, hay, leaves, or other natural materials may be imported into the Civic Center for purposes of decoration, without prior authorization from the Township Administrator. Parties shall be responsible for all clean up associated with any decorations.
7. No excessive noise, loud music, DJ, or otherwise disruptive activities shall be permitted without first obtaining express authorization from Union Township.
8. Union Township reserves the right to amend these rules at any time.
9. All key cards are due back and shall be returned to the Township at the time indicated on the issued card envelope. Failure to return key cards shall result in the assessment of a replacement card fee in the amount of \$10.00 to the reserving party, and may further result in suspension or revocation of reservation privileges.
10. Parties reserving the Civic Center are responsible for all set up, tear down, and related clean-up activities. Failure to restore or otherwise clean up after the event may result in the assessment of a minimum \$100.00 clean up fee, and/or loss of future reservation privileges.