



Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

Bethel Woods Community Room Use Agreement

1. Use of the Bethel Woods Community Center (BWCC) is determined solely by Clermont Metropolitan Housing Authority (CMHA). Activities that are not permitted include: worship services, prayer meetings, political meetings, sales meetings, etc. Activities **are not** to be regularly scheduled events on a weekly or monthly basis.
2. Deposit. It is CMHA's policy not to charge a resident who has requested to use the facility. If a non-resident rents the BWCC, the deposit for the facilities will be \$100. If there is no damage to the facilities, \$50 will be returned to the non-resident.
3. Use of the BWCC by a resident must be requested in writing *at least seven (7) business days in advance*. This request must be submitted to Susan Smith by email at ssmith@clermontmha.org or by dropping it into the office during regular business hours.
4. The user must be present for the entire event and is responsible for the actions of any guests, including to but not limited to any damages, disturbances and illicit or illegal activities. Consumption of alcoholic beverages, smoking (including vaping instruments), or illegal drug use **are not** permitted in BWCC facilities at any time.
5. The user will have access to not only the community room, but the facility's bathroom and kitchen. You are not permitted to unlock the automatic doors. These doors will need to be operated by hand. Additionally, the office will not be accessible to user.
6. If the request to use the facility is approved, a code will be provided to the resident. This code is temporary and will be removed from the locks at the conclusion of the event. This code **does not** deactivate or reactivate the security system.
7. At least a half an hour **PRIOR** to the event, the user will need to contact the on-call maintenance technician to have the security system turned off remotely. The number to call is 513-515-6666.
8. After the event is concluded the user is responsible for:
 - a) restoring the center back to the way it was rented (i.e., taking down decorations, tape).
 - b) resetting the tables and chairs to their original location.
 - c) removing all trash and debris to the dumpster.
 - d) turning off the lights *except* for the security lights.
 - e) locking the kitchen door by turning the lock horizontally (as shown below)





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9. After the user has completed their cleanup and no longer needs to enter the BWCC, the user will call the maintenance department at 513-515-6666 to reset the security system. **Once this call is placed, the user will no longer have access to the building.** The alarm will trip if the user attempts reentry into the building.

By signing below, I acknowledge that I have read and understand the obligations and rules.

I am requesting use of the BWCC facilities on (date) _____
from (time) _____ a.m./p.m. to _____ a.m./p.m.

Circle one: I am / am not a resident of CMHA's Housing Programs.

Requester Name: _____

Phone: _____ Email: _____

Requester Signature

Date

Office Personnel Only:

Request Received _____

Request for what date? _____

Request has been approved _____

Request has been denied _____

Housing Manager Signature

Date

Deposit Received: \$ _____ *Date* _____ *Initials* _____

Refunded \$ _____ *Date* _____ *Initials* _____