

# CITY OF DEER PARK

513-794-8860

Francis R. Healy Community Center

7640 Plainfield Rd., Deer Park, OH 45236

## Regulations

**HOURS:** 10 a.m. to 12 midnight

You are responsible for the keys at all times until they are returned to the Deer Park Police Department immediately following the conclusion of your activity at the Community Center and clean up of the hall. **{Both clean up and key return MUST be the night of the event.}** If the keys are lost or stolen, the deposit given by you or your organization will be forfeited. **\*\*Please notify the City immediately if you discover any unclean or damaged areas PRIOR to your use. Take pictures if possible. \*\***

### **PLEASE OBSERVE THE FOLLOWING REGULATIONS:**

**Please: NO ITEMS PUSHED UP AGAINST THE SOUTH WALL AS WELL AS NO TAPE OR ANYTHING THAT WILL VANDALIZE THE WALL. DO NOT TOUCH OR ATTEMPT TO MOVE THE TV'S.**

Switches for the main hall and kitchen are located on the west wall of the kitchen. Appliances are provided for your convenience. **NO GLASS IN THE KITCHEN AREA OR AROUND THE ICE MAKER!** If at any time the hall is left unattended, turn out the lights and lock the doors. At the conclusion of your activity, please be sure that all tables and chairs are cleaned of debris {trash, spillage of liquids, foodstuff, etc.} washed off and left in a clean, dry condition. **Tables and chairs are to be left folded and stacked on the racks provided, and left inside the closet. DO NOT DRAG ANY TABLES, CHAIRS, OR ANYTHING ELSE ON THE FLOOR.**

Inspect the entire hall, including restrooms, kitchen, coat closet and storage room. All debris should be picked up and put in the trash containers provided. Toilets, sinks, kitchen sink, refrigerator and range are to be left in a clean condition. Note: **NO CHEMICALS ON THE KITCHEN COUNTER, DAWN SOAP AND WATER ONLY.**

The floor throughout the building is to be swept clean of debris (please do not use glitter inside the building); wet mopped clean of any spillages or mud and residue tracked in from outside. **Warm water only please.**

Cleaning supplies including broom, dust pan, mops, mop bucket, sponges and cleanser are located in the supply closet between the restrooms. Please use them when necessary.

Tables and chairs are not to be removed from inside the Community Center at any time. Please place bags of trash in the dumpster outside of the building. {Do not use the school's dumpster across the parking lot!} Recycling (cans, pop/water bottles) is encouraged; recycling dumpsters are located at the driveway entrance.

**BEFORE LEAVING THE HALL, BE SURE TO:** turn off all interior lights, close all outside doors, flip switch to off for the automatic doors and make sure entrance doors are locked. Return the keys to the Police Department.

If any materials, merchandise, equipment or property is left for pick up the next day, you must have City approval and it must be removed by 9:30 a.m. the day following your activity.

**MAXIMUM CAPACITY 125 PEOPLE**