BLENDON TOWNSHIP SENIOR CENTER FACILITY INFORMATION AND RENTAL POLICIES
(wedding receptions, parties, meetings, etc.)

The Great Room has a maximum seated (at tables) capacity of 130.
The Small Room has a maximum seated (at tables) capacity of 46.

Facility has video surveillance.

The evening before your rental date, you will be given a lockbox code, which will give you access to a key to unlock the building. You will be responsible to lock the facility when you leave and replace the key in the lockbox. The facility will be inspected following the rental to check condition before deposit is returned.

If you have any problems using the lockbox or key please call:
Jan Heichel, Trustee. 614-214-6786
Pat Myers, Administrator. 614-671-5068

- Facility is available for rent from 5:00pm-10:00pm M-F and 9:00am-10:00pm S-S.
- No alcoholic beverages are to be **sold** on the premises. If you desire to serve alcoholic beverages, it will be your responsibility for any liabilities incurred and no alcohol is to be served to or consumed by underaged individuals.
- No decorations, nails, tape, pushpins, or adhesives are to be attached to any molding, partitions, beams, walls, or any surface which could result in damages. Use of glitter, confetti, and other similar decorations is prohibited.
- Candles and other flammable materials are prohibited.
- Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises.
- Any and all damages to facility or grounds will be paid by the renter.
- All children under sixteen years of age must be accompanied/supervised by an adult.
- Set up and tear down of tables and chairs is renter’s responsibility.
- Please use **two** people per table when setting up/taking down tables.
- Tables and other objects are not to be dragged across floor, to prevent surface damage to floor.
- Tables and chairs are available to use at no extra charge.
- All tables are to be covered with plastic or cloth coverings if eating or doing craft-type activities. The renter is responsible for purchasing, placing, and removing these coverings.
- All trash (bags provided) must be taken to the dumpster behind the service dept. building, north of the cemetery, when event is over.
- Only birdseed (outside) or bubbles may be used for wedding receptions.
- Receptions/meals following graveside funerals are granted access time for set up 30 minutes prior to start time of graveside service.
- Driving or parking any vehicle off roadways, or in an unloading zone, is prohibited and subject to towing at owner’s expense.
- Fire exits are not to be blocked with tables, chairs, etc.
- A broom and mop are provided, if needed.
- Other rooms, except restrooms, are off limits; please respect our wishes and do not enter.
- All food must be catered in or carried in. Use of the center’s kitchen dishes, tableware, pots/pans, cooking utensils, etc. is prohibited.
- If needed, the oven (for warming only) and/or half of the refrigerator may be used. Arrangements must be made prior to the event.
- Food trucks must park in paved lots and must follow township rules for insurance/permits.
- Any unusual equipment such as dunking machines, animals, etc., must be approved by the Township Administrator prior to the event.
- Renter is responsible for group conduct; groups that abuse the facility or violate rules will lose future rental privileges and will be charged for damages.
- Facility must be clean and returned to its previous condition at end of event. Any food, decorations, or any other items that are brought in must be removed at the end of the event.