

Community Center

1. Not available for rent/lease.
2. Not available on Tuesday Evenings.
3. The Town of Marilla takes priority on scheduling use of the Community Center.
4. Available to non-profit organizations – MUST have a clear connection/benefit to the Town of Marilla and its residents.
5. Not available for private, business or corporate use (no exception).
6. No alcoholic beverages are allowed on premises.
7. Premises must be vacated by 11 o'clock p.m.
8. No smoking is allowed on premises.
9. Chairs must be placed on the chair rack and floor must be swept. The Town Board may approve changes to this rule upon request.
10. No animals are allowed in building without prior Town Board approval.
11. Groups with participants 21 years of age and under must be chaperoned by a minimum of one (1) adult per twenty (20) participants.
12. Groups may use only the area requested and keep their participants from interfering with other groups in the building.
13. All meetings must be scheduled through the Town Clerk's Office for availability and use of the Community Center.
14. Community Center may not be used for any private occasions or profit-making activities without approval of the Town Board.
15. Town Board is responsible for enforcement of all Town Board rules and regulations and may exercise the option to deny privileges to any group violating same.
16. Any damage to the building, furnishings, etc., must be compensated for by that group or party responsible or future use may be denied.
17. Cancellation or change in schedules must be coordinated through the Town Clerk's Office.
18. Storage cabinets are available to groups at the discretion of the Town Board. Those groups shall be responsible for maintenance of keys and locks. The Town of Marilla is not responsible for any contents of the lockers.
19. Chaperones shall be responsible for supervision of their groups while on the premises.
20. Groups are responsible for returning the facility back to the same condition in which it was found. This includes policing the restrooms, kitchen area, and meeting rooms. Receptacles are provided for use. If stove or refrigerator are used, PLEASE make sure they are left clean. Spills are easier to wipe up if done immediately. Garbage should be consolidated in plastic bags (in kitchen) and put into washroom where brooms and sweepers are located. Groups not cleaning kitchen will lose privileges to kitchen use.
21. Group leaders are responsible for making the following announcement at the start of each program. "If the fire alarm sounds, everyone must exit the

- building immediately.” A Fire Company or other Official in charge will advise you when it is safe to re-enter the building.
22. In the event of closing the building due to power outages, inclement weather or the like, the caretaker or Town Clerk will notify group leader who will be responsible for advising their participants.
 23. Groups that wish to decorate the rooms must see the Town Clerk. Special tape is available at no charge for use. Groups will pay for damage to walls or other areas if you use masking tape, duct tape, or other adhesives that do cause damage. All tape and decorations must be removed at the completion of your event.
 24. Each group leader will make sure the front door is fully closed and locked when you finish unless you have other instructions from the Town Clerk or caretaker.
 25. Failure to follow the above Rules and Regulations could result in cancellation of your reserved meeting times by the Town Board.
 26. All uses or potential uses that are not described above must be approved by the Town Board.

Please be advised after each event the Community Center will be inspected for cleanliness. Groups are responsible for returning the facility back to the same condition in which it was found. This includes the restrooms, kitchen area, and meeting rooms as well as the entrance way and hall. Receptacles are provided for use. If stove or refrigerator are used, PLEASE make sure they are left clean. Remember to put up chairs. Garbage should be consolidated into plastic bags (found in the kitchen) and put into the cleaning room where brooms and sweepers are located. Groups that are not properly cleaning may have their privileges revoked.

Revised April 10, 2025