



Event Details

Company/Organization Name (if applicable): _____

Title of Event: _____

Event Description: _____

Type of Event: _____ Purpose of Event: _____

Date: From _____ to _____ Time: From _____ to _____

Recurrence: _____

Number of People Attending: _____

Event Needs

of Round Tables _____ (Seats 4 per table, max. of 4 tables)

of Rectangular Tables _____ (Seats 2 per table, max. of 32 tables)

of Chairs _____ (maximum available = 72)

Will there be food served? _____

___ Dry Erase Board & Markers

___ Computer

___ Standard Smart Display

___ Additional Display

___ Podium

___ Other: _____

Event Contact Person

Name: _____ Cell Phone: _____ Email: _____

Signature (person in charge of event): _____

Date: _____

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Workforce Center Space Use Rules and Regulations

Miscellaneous Rules

1. The room will be cleaned up after use and all trash must be placed in proper receptacles; trash bags are provided. A dumpster is located outside at the rear of the building for trash. Turn off lights and close the door to room being used.
2. All electrical items used (i.e., Display, TV, Computer, Overhead Projector) will be turned off before leaving the premises.
3. The only restrooms available for public use are in the main corridor (please see attached floor plan). Do not use any other restrooms located elsewhere in the building.
4. All buildings, grounds, and equipment in or about buildings or grounds are the property of the Board of Commissioners.
5. If the organization needs tables and chairs set up, please draw the desired room set up on the Workforce Center floor plan.

Regulations

1. All meetings, lectures, and similar activities must cease no later than 12:00 midnight, and the person in charge of the event must see that the building is closed promptly.
2. All ordinances and rules of the police and fire departments regarding public assemblies must be strictly obeyed.
3. The following rules must be observed in the use of buildings and grounds, and the person in charge of the event will be held responsible for any loss or damage stemming from the violation thereof:
 - a. The use of tobacco in any building, in any form, and drinking of intoxicating beverages or liquors anywhere in or on the permit-approved premises is prohibited.
 - b. Persons using the building must confine themselves to rooms and corridors assigned to their use.
 - c. Disorderly conduct of any kind is prohibited and punishable by removal from the building/grounds.
 - d. The use of buildings and grounds is granted for legitimate purposes only, and the person in charge of the event shall assume full responsibility for any unlawful act committed in the exercise of the permit.
 - e. The facility should be left in a clean and orderly manner.

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FAIRFIELD COUNTY WORKFORCE CENTER
4465 COONPATH RD. NW, CARROLL, OHIO 43112
ROOM RESERVATION FORM

4. Whenever materials, equipment, furnishings, or rubbish are left after the use of a county building by persons not officially connected with the county, the person in charge of the event will be required to pay for the cost of removal of same, which will not be delayed for the convenience of the party who used the building.
5. All activities involving games of chance (e.g., raffles, bingo, etc.) are not permitted on county premises.
6. Scenery and other equipment provided by the person in charge of the event must be removed from the building promptly after the performance so as not to interfere with county activities.
7. Any special props (including artificial plants, draperies, etc.) provided and used by the person in charge of the event shall be flameproof or fire retardant.
8. Open flames will not be permitted in facilities.
9. No exterior doors should be left in the open position. If you must prop open a door to take in items, the door must be closed immediately after taking your items inside.
10. The use of any flag other than the American Flag or the Ohio Flag is forbidden except upon the permission of the Board of Commissioners.
11. Do not bother the staff members and offices located within the Workforce Center. If you have any issues or problems, please call the Economic and Workforce Development Office at (740) 652-7162.
12. The Fairfield County Economic and Workforce Development Office reserves the right to deny the use of the facility or to cancel or reschedule an event or activity if the facility is needed for County business or Emergency Management purposes. All organizations using the facility must give the Economic and Workforce Development Office notice of cancellation 24 hours prior to the event by calling (740) 652-7162.

Responsibility

The person requesting the use of the room shall assume the full responsibility of following the above terms of the Board of Commissioners. THIS PERSON MUST BE AT LEAST 18 YEARS OF AGE AND BE A RESPONSIBLE CITIZEN. Any exception to the above regulation shall be made only through the approval of the Board of Commissioners or its representative. References may be required by county officials.

Privileges

The foregoing rules and regulations have been adopted with the intent and for the purpose of complying with the Revised Code of the State of Ohio but not for the purpose of illegally limiting the use of said county grounds and building or the refusing of permission to use the same in any case as specified by the Statutes of the State of Ohio. For this reason, each section, paragraph, and clause of these rules and regulations is hereby declared to be separate and independent and that if any such section, paragraph, or clause shall hereafter be adjudged invalid for any reason whatsoever, the remainder of the rules and regulations shall not be affected thereby.

If these conditions are not met, you may be subject to a charge and your ability to use the facility in the future may be revoked.

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