



## UNION TOWNSHIP

Union Township Civic Center Facilities Reservations  
4350 Aicholtz Road, Cincinnati, OH 45245

### GYM RULES (UPDATED MARCH 22, 2024)

The Civic Center Gym shall be used for basketball, volleyball, and other appropriate indoor sporting activities, subject to review and approval by the Township Administrator.

Hours of Operation are 8 a.m. to 10 p.m. Monday through Sunday.

The Gym may be reserved for a maximum of ninety (90) minutes per reservation. No person or group shall be permitted to reserve the Gym more than one (1) time per day, per week, unless otherwise authorized by the Township Administrator.

All reservations must be submitted at least seven (7) business days in advance.

Only one reservation or block of reservations shall be scheduled at one time. Any reservations submitted while the submitting party has a current reservation that has not concluded will not be considered.

Only one person from any household may reserve the gym at any one time. If a household member has a current reservation, no other person from that household will be permitted to make a reservation until all previous reservations have been concluded.

The Gym is closed on all holidays.

Applicants must be at least 21 years old to reserve the facility.

One adult chaperone over 21 years of age must be provided for every 25 minors under 18.

All children shall be supervised by an adult, and shall not be permitted to roam the hallways or other areas of the Civic Center unattended.

There is no open gym; use is by reservation only.

Commercial use of this facility is strictly prohibited. The gym may not be used for the sale of any goods or services, without prior authorization from the Township Administrator.

No food, gum or drinks, other than non-breakable water bottles, are permitted.

Alcohol, smoking, or tobacco products, including e-cigarettes, vaping devices, or smokeless tobacco, are strictly prohibited.

Application of electric, duct, or tape of any kind is strictly prohibited in the gym.

Street shoes or athletic shoes that mark the floor are not permitted.

**The bleachers are not to be pulled out. No one is permitted to climb on the bleachers and/or sit on the bleachers when they are closed. Your gym time will be immediately canceled and no further gym time will be granted, should this occur.**

If a reservation is not on the calendar, it is not valid. Reservations are not valid until the required form and a copy of the ID of the responsible party are submitted and approved.

Keycards will be assigned to the person responsible for the Reservation. If you do not have your key card, no access shall be permitted and the Police Department or other staff will not open the Gym. **Sharing the keycard or allowing another person access to the Gym shall not be permitted under any circumstance.**

The Gym logbook must be signed by the **assigned keyholder** in person, at the time of each use. Forged signatures, signatures by another party, or failure to utilize the designated reservation without providing cancellation notice at least 24 hours in advance shall be a violation of this policy. **Failure to sign the logbook or otherwise adhere to these rules shall result in suspension or revocation of Gym Reservation privileges.**

Groups using the concession area are responsible for completely cleaning that area upon conclusion of their reservation. **Failure to clean up will result in a minimum fee invoiced in the amount of at least \$100.00 per occurrence, without exception.**

Applicants are responsible for clean-up after use. Gym should be left in the condition in which it was found. Failure to clean up the gym after use, or to report and pay for any damage, shall result in revocation of privileges. **Violators will be assessed and invoiced a minimum fee of at least \$100.00 per occurrence, without exception.**

**Lost or stolen access control cards shall result in the assessment of a \$10.00 fee to the assigned keyholder.** Cards will be considered lost or stolen if not returned by the date indicated on the keycard envelope and corresponding confirmation email.

Upon departure lights are to be turned off and door(s) closed. Exterior doors are strictly prohibited from opening, unless of an emergency. **Failure to observe this rule will result in revocation of privileges.**

The bouncing of sports equipment or basketballs, volleyballs, or other sporting goods is strictly prohibited at all times in the halls and stairwell leading to the gym. Coaches are responsible for the behavior of all juveniles in their charge for the allotted practice time with regard to this rule. **Failure to observe this rule will result in revocation of privileges.**

All personal belongs shall be removed at the conclusion of the designated gym time. Items left behind will be discarded at the conclusion of nightly activities.

Door mats or trash cans shall not be used to prop any door open. A door stop is provided for use for this specific purpose. Persons determined to be in violation of this policy may be charged for any damage to the Gym Floor or facilities, at the sole discretion of Union Township.

*Union Township reserves the right to amend these rules on an as-needed basis. Although not expected on a regular basis, Union Township also reserves the right to cancel a reservation for an unanticipated township-related event.*