

969.02 MANAGER’S DUTIES.

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969.02 MANAGER'S DUTIES.

CHAPTER 969 Community Civic Center

CHAPTER 969

Community Civic Center

EDITOR'S NOTE: Pursuant to Resolution 9-10, passed March 16, 2010 Council renamed the Community Civic Center the "Joyce E. Hanks Community Civic Center."

969.01 Board of Trustees.

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CROSS REFERENCES

Board of Trustees - see ADM. 171.01

969.01 BOARD OF TRUSTEES.

(a) The Board of Trustees of the Community Civic Center shall consist of five members each of whom shall be appointed by the Mayor with the concurrence of a majority of Council.

(b) Each member of the Board of Trustees may be removed from that position by the Mayor with the concurrence of two-thirds of Council.

(c) Each member of the Board of Trustees of the Community Civic Center shall serve for a term of four years with such term commencing on January 1 of the year in which they are appointed.

(d) All present members of the Board of Trustees of the Community Civic Center shall remain as members of the Board of Trustees until such time as their term expires unless removed.

(e) The Board of Trustees of the Civic Community Center shall establish rules for the conduct of meetings and shall schedule meetings as it determines necessary but shall meet at least four times per year.

(f) The Board of Trustees shall advise the Mayor, Service Director and Council concerning the operation of the Civic Community Center, including matters related to the maintenance of the building and the use of the Civic Community Center for the benefit of the residents of the City of Sheffield Lake. (Ord. 44-04. Passed 9-14-04.)

969.02 MANAGER'S DUTIES.

(a) The Manager of the Community Civic Center shall be responsible for the following:

(1) Operation of the Community Civic Center.

(2) The coordination of activities by and between the various organizations utilizing the Community Civic Center.

(3) The rental and bookings for the Community Civic Center.

(4) The maintaining of an appropriate environment within the Community Civic Center for the fair and equitable use of those utilizing and/or renting the Community Civic Center.

(b) The Manager shall submit a monthly written report to the Board of Trustees with a copy to the Council representative to the Community Civic Center which shall be made available to the City and its administrative and legislative officials which report shall detail the previous month's expenses, income, activities conducted within the Community Civic Center, and a narrative report of any problems or difficulties that arose within the previous month concerning the operation and/or use of the Community Civic Center.

(Ord. 65-93. Passed 7-13-93.)

969.03 EXTERNAL MAINTENANCE.

All external maintenance of the Community Civic Center and the surrounding grounds, except snow removal in the parking lot, shall be carried out and performed by personnel of the City's Park Board. (Ord. 65-93. Passed 7-13-93.)

969.04 INTERNAL MAINTENANCE.

All internal maintenance (e.g., mopping and waxing of floors, painting, ceiling tile replacements, general cleaning, etc.) shall be performed by the Community Civic Center custodian. (Ord. 65-93. Passed 7-13-93.)

969.05 DUTIES OF SERVICE DEPARTMENT.

Upon request from the Board of Trustees to the Service Director, the Service Department shall provide any assistance that it can reasonably provide to the Board of Trustees for maintenance, whether external or internal, of the Community Civic Center.

(Ord. 65-93. Passed 7-13-93.)

969.06 RENTAL RATES.

(a) The rental rates for the Joyce Hanks Community Civic Center shall be as follows:

West Room (Sunset Room)

East Room (Sunrise Room)

Friday (10:00 a.m. - midnight)

\$325 Resident

\$425 Non-Resident

\$175 Resident

\$275 Non-Resident

Saturday (10:00 a.m.-midnight)

\$550 Resident (Both Rooms)

\$750 Non-Resident (Both Rooms)

Sunday (10:00 a.m. - 6:00 p.m.)

\$200 Resident

\$300 Non-Resident

\$175 Resident

\$275 Resident

(b) The rental rates for the following holidays shall follow the Friday rate schedule regardless of the day of the week upon which the holiday may fall:

- New Years Eve

- Easter Sunday

- Christmas Eve

- Christmas Day

(c) The center may only be booked a maximum of 365 days ahead of the date requested.

(d) A \$200 booking/security deposit is due upon signing.

(e) Full payment for the rental of the center is due 60 days prior to the date of the event.

(f) Payments are non-refundable less than 60 days prior to the event, unless the center is booked again.

(g) Community and/or civic groups wishing to use the center for non-fundraising, meetings, or gatherings may apply to the Community Center Manager for a waiver of the rental fee, which may be granted upon approval of the Mayor.

(Ord. 47-24. Passed 12-12-24.)

CODIFIED ORDINANCES OF SHEFFIELD LAKE

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