

CARNEGIE CENTER

The Carnegie Center was built in 1909 and was the original Miamisburg Public Library. The building is owned and operated by the City of Miamisburg Parks and Recreation Department.

USES

The Parks and Recreation Department uses the building for recreation programs serving the community. The Carnegie Center is also available for the enjoyment of the community for meetings, parties and other social activities.

Any group who uses the Carnegie Center is responsible for ensuring compliance with the Americans with Disabilities Act of 1990 and all other federal, state and local laws.

GENERAL RULES AND REGULATIONS

You can help preserve this historic landmark by adhering to the following guidelines:

1. **Alcoholic beverages and smoking are not permitted in the Carnegie Center.**
2. Upon receipt of full rental payment, renter may obtain the facility combination on weekday office hours from the Parks & Recreation office prior to the usage of the building.
3. Renters are responsible for the condition of the facility. Renters must report any concerns present upon entering the facility. Failure to report existing conditions will make the renter responsible for repair and/or services. Renter should use the Parks and Facilities Hotline to report concerns on weekends and evenings.
4. Items may not be taped, nailed or otherwise fastened to any part of the building.
5. Any tables or chairs moved must be returned to their original position.
6. Building must be returned to its original condition after each building use, i.e. all trash bagged and disposed of in the trash dumpsters (located in the parking lot), floor vacuumed (you must provide your own sweeper), and tables wiped off (use your own cloths).
7. Prior to leaving the building, please verify the following:
 - All light switches are turned off.
 - All exterior doors are locked and completely shut.
8. Renter, or group, will be held financially liable for any building damages and/or noncompliance with these rules.

RESTRICTED ACTIVITIES

Requests for the City of Miamisburg Parks and Recreation Department facilities will be refused when the following factors exist, as determined by staff:

- **Risk and Liability** – Activities involving high risk to participants or high liability to the City of Miamisburg.
- **Duplication of programming** – Activities which duplicate existing Parks and Recreation Department programming will not be scheduled at the same time as existing programs or at any time if they infringe upon or are in any way detrimental to the City's existing programs.
- **Delinquent user or group** – An individual, group, or organization that has demonstrated the inability to follow the rules and regulations of the facility; respect staff, patrons or the facility and/or the inability to make restitution for damages from previous facility use.