



Office of the Trustee  
Dr. Robert A Lee, Trustee  
213 East Jefferson Street  
PO Box 905  
Kokomo, IN 46903-0905  
765-452-8259

## REQUEST FOR USAGE OF CENTER TOWNSHIP PARKING

### CONTACT INFORMATION

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT PHONE NUMBER \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

COUNTY \_\_\_\_\_ TOWNSHIP \_\_\_\_\_

TYPE OF ORGANIZATION \_\_\_\_\_

FUNCTION OF ORGANIZATION \_\_\_\_\_

### USAGE REQUEST INFORMATION

COMMUNITY SERVICE BLDG LOT     OFFICE BUILDING LOT     CLIENT LOT (JEFFERSON ST.)

DATE(S) REQUESTED \_\_\_\_\_ TIME \_\_\_\_\_

ONE TIME USAGE     RECURRING USAGE IF SO, ON WHAT SCHEDULE \_\_\_\_\_

PURPOSE OF USAGE OR EVENT \_\_\_\_\_

REQUEST FOR USAGE DURING OFFICE HOURS WILL NOT BE CONSIDERED.

Submit this form to the Center Township Trustee's Office. If approved, a usage agreement will be issued with instructions for its return, and the list of additional documentation, which will include a certificate of insurance for liability coverage while on the campus of the Township. The person signing the agreement will be the official contact, and must be in attendance at the event(s). Address further questions to the trustee's office by phone or by email at [centertrustee@gmail.com](mailto:centertrustee@gmail.com)

## **PARKING LOT USAGE POLICY**

Center Township is centrally located with facilities which belong to the Center Township taxpayers. While those facilities are designed and used for township functions, good stewardship of those facilities demands their availability to the public outside of the hours of their designed usage. In keeping with that stewardship, the parking facilities of the township are available for use at times other than township office hours and official functions if requested by this application and approved by the township. All other use of the township parking lots especially during office hours or official or approved functions may result in vehicles being towed at the owner's expense.

## **SCHEDULING**

Reservations for the facility use are scheduled with the Trustee's office. Inquiring organizations should authorize one individual to serve as the contact person for the group. This person will be responsible for scheduling the reservation and coordinating details with the township, including any arrangements or instructions for facility use. **The contact person must be present and available at all times during the event and is responsible for assuring that the parking lot(s) is left in its original condition.** Reservations will be confirmed in writing by the township upon receipt of any applicable fees or deposit and a completed Indemnification/Release form.

## **EXTENDED BOOKINGS**

An "extended booking" describes routinely scheduled meetings (ie. weekly, biweekly, monthly, etc.) that are booked for two or more months in succession. Extended bookings may not be permitted for groups with a history of cancellations.

## **AVAILABILITY**

**Parking for other than township business is not permitted during regular office hours.**

The Center Township Trustee's Office will attempt to accommodate each request; however, the Trustee reserves the right to restrict frequency of use and scheduling of all facilities including parking based on the best use for the community. The Trustee also reserves the right to change, cancel or revoke reservations at any time, in which case the affected group will be given as much advance notice of the change as possible.

## **SCHEDULING & RATES**

Priority for the scheduling of the **Township Parking Lots** will be in this order:

1. Official Center Township Functions
2. Contractual Service Providers for Center Township
3. Not-for-profit organizations within Center Township
4. Not-for-profit organizations from Howard County
5. All other requests

## **RATES**

While there is no charge for the use of Center Township Parking since it belongs to the taxpayers of Center Township, vehicles parked without permission or which interfere with the normal operations of the Township offices or other scheduled functions will be towed at the owner's expense.

## **CANCELLATIONS**

This cancellation policy is necessary to provide for the best use of the Township facilities. Late cancellations and "no-shows" prevent others from using the facility.