

**GENERAL GUIDELINES FOR USE OF
ADMINISTRATION BUILDING MEETING HALL**

Effective January 1, 2008
Revised March 7, 2023

The purpose of these guidelines is to establish uniform and equitable parameters for community use of the Administration Building Meeting Hall and to stipulate required fees to defray cost of utilities and custodial services.

Reservations shall be made with the Township Office Coordinator on a first-come, first-serve basis, based on the availability of the facilities. Township Trustees reserve the right to refuse use of the hall to any individual or group whose purpose is not conducive to the best interest and welfare of the community.

OCCUPANCY: Maximum occupancy shall in no case exceed **130** (in accordance with Rule 1301:7-7-16(A), Article 16, Ohio Fire Code).

CLEAN UP: Any group using the facility shall be responsible for folding the tables and chairs and general "clean up" including depositing refuse in the containers provided. Failure to fold up and tidy up will result in a \$25.00 penalty fee and denial of permission to use the facility in the future.

Fees are payable in advance. Cash, certified check or money orders are accepted as payment. A receipt and copy of these guidelines will be issued by the office coordinator recording the reservation. Fees required shall be as follows.

\$30.00 per hour with a two (2) hour minimum. No alcoholic beverages are permitted. The above "clean up" rules will apply. A one-time additional charge of \$15.00 will apply to defray the cost of utilities and custodial services.

USER SHALL BE FINANCIALLY LIABLE FOR DAMAGE TO THE FACILITY AND FOR PROPER CHAPERONAGE.

A "HOLD HARMLESS" CLAUSE SHALL BE PROPERLY SIGNED AND ON FILE.

The trustees shall approve annually a schedule of fees for the use of the Administration Building.

I (We), _____, with _____ understand and agree to the above guidelines for use of the Administration Building Meeting Hall.

Signature

Date

Telephone Number

Type of event

Date of event

Time of event

Office Coordinator

Receipt #