

**PERSONAL USE OF TOWNSHIP GREEN OR GAZEBO**

Adopted July 5, 2004; Revised November 13, 2018

**Reservation:**      Event Date \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_  
Type of event \_\_\_\_\_ Add'l Decorations? Yes/No  
Applicant Name \_\_\_\_\_  
Street address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Add'l contact- Name & Phone \_\_\_\_\_

**Policy:**

The privilege of hosting personal events at the Brookfield Township Green and/or Gazebo necessitates compliance with the following: (please note: government and school entities are excluded from this policy)

- No alcoholic beverages are permitted on this Township property.
- Existing Township decorations on the gazebo (flags/bunting, ribbons honoring our armed forces, Christmas décor, etc.) may not be removed and any additional decorations or supplies used for the event must be removed from the grounds immediately afterwards (same day) by either yourself or someone you designate.
- You are responsible for removing any trash resulting from the event. Failure to restore the grounds and facility to their original condition will subject you to forfeiture of your deposit.
- If the event is cancelled, Township Office Coordinator must be notified immediately to render the date slot available to others. Our office hours are Monday through Friday, 8:00AM to 4:00PM and our number is 330-448-4500.
- The charge to use the Township Green and/or Gazebo is \$25.00 per hour, plus a one-time \$25.00 refundable clean up fee. The \$25.00 clean up fee will be returned if there is NO violation of this policy; only cash, certified check or money orders will be accepted for payment. The clean-up fee will be held until 5 business days after the event to allow time to verify clean-up of the Green or Gazebo; fees not claimed after 30 days of the event will be forfeited. There is a two hour maximum use for the green.

**BROOKFIELD TOWNSHIP BOARD OF TRUSTEES**

Ronald E. Haun, Chairman

Gary P. Lees,

Daniel S. Suttles

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For Office Use Only:                      Receipt# \_\_\_\_\_      Date \_\_\_\_\_

Reservation Taken By: \_\_\_\_\_

DEPOSIT RETURNED: \_\_\_\_\_      Date \_\_\_\_\_