

FRANKLIN TOWNSHIP MEETING ROOM POLICY

We encourage citizens to use this facility for meetings and other events. The following information and guidelines will apply.

1. The room must be reserved in advance by a Franklin Township resident and they must be present during the event. Please contact fiscal officer David Bricker at (330) 263-0313. Township meetings and/or business will take precedence for room usage and all room use shall be at the discretion of the trustees.
2. Building occupancy is 48.
3. There will be a \$40 deposit for events payable to Franklin Township Trustees. Checks will be returned upon post-event inspection and approval that facilities are clean and undamaged.
4. The meeting room is to be use for only “not for profit” events.
5. No alcohol will be permitted.
6. Nothing should be attached to the walls.
7. You will clean up room, return to previous arrangement, and remove your own trash.

- Describe Event: _____
- Today’s Date: _____
- Contact information: _____

I, _____, am responsible for the care and use of this building on _____ (date of event) and hold the Franklin Township Trustees harmless if any accident occurs on township property. Furthermore, I will be responsible for any damages to the building and fixtures and will promptly reimburse the trustees for any damage caused by any party(ies) at my event.

Signed _____

Date _____