

Trumbull Township

Agreement for Use of Town Hall

I, the undersigned, understand that the Trumbull Township Town Hall will be reserved for use by Trumbull Township residents for a charge of \$50.00 per day rental fee and \$50.00 refundable security deposit and nonresidents for a charge of \$100.00 per day rental fee and \$100.00 refundable security deposit for each day of requested use. The fee and deposit shall be waived for nonprofit organizations recognized as such by the IRS and State of Ohio, where at least one Trumbull Township resident belongs to the organization. Payment must be received by the Trumbull Township Official 2 weeks prior to date of rental and paid when reservation is made, but only under the following conditions which I agree to observe. If I do not observe the following, conditions, I will not be refunded my deposit. Approval is conditional and the reservation may be cancelled at the sole discretion of the Trumbull Township Board of Trustees with 24-hour advance notice. Make the check payable to Trumbull Township.

Please read and initial the following 7 items:

- _____ 1. Alcohol, Firearms/weapons, illegal substances, smoking, pets, and gambling are **NOT ALLOWED** on the premises. The premises consist of the Township Hall and use of the Kitchen for preparing & serving of food.
- _____ 2. The Lessee shall remain on premises until all persons brought or invited by Lessee have vacated by midnight on the date reserved by the undersigned and the property has been properly secured by locking all windows, front door and EXIT via the kitchen door. Youth groups are required to have a sufficient number of adult supervisors or responsible adults present at all times during rental.
- _____ 3. The reserving tenant is responsible for normal cleanup procedures: tables/chairs put away, floor swept and mopped, if necessary, and all trash to be removed from the Trumbull Township property, clean bathrooms & kitchen. All personal property of Lessee or invited persons shall be removed at the termination of the rental period. If such property is not removed at that time, it shall be deemed abandoned and subject to disposal by Township without compensation.
- _____ 4. The undersigned agrees to pay for any damages to the Town Hall building and/or Township property and also agrees to pay replacement costs for any missing items that occur during rental/use. In addition, the undersigned individual agrees to pay a \$20.00/hr. cleanup cost if the Town Hall and/or Township property is left in unsatisfactory condition.
- _____ 5. Individuals causing harm to Town Hall property may be denied use of the facilities in the future, at the discretion of the Trumbull Township Trustees.
- _____ 6. The undersigned understands and hereby acknowledges that the Board of Trumbull Township Trustees shall not be responsible or liable for personal injury or property damage occurring to persons or their guests and invitees, while using the Township Hall for their own personal matters, or for matters unrelated to the business of the Township.

The undersigned releases and discharges, the Board of Trustees from all claims arising out of or related to use of the Township Hall, and agrees to indemnify and hold harmless the Board of Trustees from any liability, claims, demands, injury, damage, action, or cause of action asserted or alleged by any third party against the Board of Trustees or the undersigned arising out of or related to use of the Township Hall.

DATE RESERVED _____ HOURS OF USE: _____ NUMBER OF ATTENDEES _____

TYPE OF FUNCTION _____

(SIGNATURE) _____ PRINT NAME: _____

PLEASE PRINT: (ADDRESS & PHONE)

BY RESOLUTION OF THE TRUMBULL TOWNSHIP TRUSTEES

Security Deposit of \$75.00 subject to refund if Township Hall condition is determined to be acceptable will be returned approximately 30 days after date of rental.

Trumbull Township Official

Cell Phone: _____

For Administrative Use Only:		Refund Deposit (circle one)		YES	NO
Amount Received _____	Payment type: Check#/Cash _____	Date Received _____			
Amount Refunded _____	Check # _____	Date Refunded _____			