

HALL RENTAL AGREEMENT

Marion Township Facility
16003 State Route 568
Findlay, OH 45840

Date the facility is to be rented _____ Purpose _____

Hours Reserved _____ to _____ Approx. number in party _____

Name _____

Address _____

Telephone _____

E-Mail _____

Rental Amount

Residents & Employees of Marion Township Rent = \$75.00

The \$75.00 user fee must be paid at the time the reservation date is requested. This signed agreement AND the check or money order, payable to **Marion Township** should be mailed to Marion Township Trustees, c/o Jeanie Ploeger – Fiscal Officer, 6761 Township Road 212, Findlay, Ohio, 45840. Your requested reservation date will be confirmed when the payment is received and a receipt has been sent to you.

Note – the facility may not be reserved for commercial use, which is defined as users who gain financially, or wish to promote a business. The user cannot charge an entry fee or sell anything.

Note – no refunds for cancellations, regardless of the reason. You will be given a make-up date. Also, failure to fill out a checklist, damaging the property, or not returning the property the way you found it, could result in your inability to rent the facility in the future. If damage is done, you will pay for it.

Terms and Conditions

The Hall cannot be rented to an individual and/or organization more than four (4) times within any calendar year. Hall rental hours are from 10:00 a.m. to 12:00 a.m. (Earlier entry may be made by special arrangements). All festivities or gatherings must end by 11:00 PM so that the building can be completely vacated by 12:00 a.m.

Marion Township reserves the right to deny the use of township facilities to groups who fail to comply with the rules and regulations set forth.

It is understood that the group or organization using the above referenced facility will comply with the laws of the state of Ohio, and all rules and regulations set forth by Marion Township on page 2.

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RENTAL RULES

- There shall be no alcoholic beverages in the facility or on the premises.
- Sales of any type, or charging an admission fee, is strictly prohibited.
- Renter will be responsible for all persons in the group using the facility.
- Renter assumes liability for any damage done to the facility.
- No grease-producing products will be cooked in the kitchen area.
- Tables must be cleared and all decorations removed by 12:00 a.m.
- All tables and chairs must be clean and returned to their original location.
- Meeting room capacity is 40 when using tables and chairs, 100 for chairs only.
- Double-sided sticky tape is not to be used anywhere.
- No holes or marks (marker, pen, pencil, crayon, etc.) are to be made on the floors, walls, or ceiling, and nothing affixed or hung as well.
- No flame burning candles, or confetti, are to be used.
- All trash must be bagged and placed in the dumpster. **Hanging key unlocks the dumpster.**
- Renter will clean restrooms and floors after the event.
 - Users are to provide their own cleaning supplies, paper goods, trash bags, and kitchen supplies. Do not use the township supply of these things.
- Renter and guests will park ONLY on the paved areas of the township lot.
- Parking lot is to be cleaned up if necessary.
- Gatherings of minors must have a minimum of (4) parents or adult chaperones present at all times, excluding regular meetings of the boy/girl scouts, Brownies, and service organizations.
- Trustees reserve the right to limit rentals for certain purposes.
- Trustees are not responsible for items left on the premises.
- Trustees have authority to enter the Township Center at any time to check for violations.
 - Users shall maintain a minimum noise level

For and in consideration of the permission to use the above described facility, I, the undersigned, acquit, discharge and covenant to hold harmless the Township and its officers, employees, servants, and agents, of and from any and all actions, causes of action, claims, demands, damages, costs, loss of services, expenses and compensation, on or account of, or in any way growing out of, any and all personal injury or property damage which may result to group/organization members as a result of participation in the aforementioned activity at the above described facility.

I have read and understand the above policies and regulations and agree to comply.

Date: _____

Signature of Person Responsible

Signature of Township Representative