



TRUSTEES

Michael Brown (*Chairman*) 440-286-1655
Timothy McKenna 440-346-4856
Chuck Strazinsky 440-343-3149

FISCAL OFFICER

Beverly Borawski 440-210-6704

9949 Mentor Road
Chardon, Ohio 44024
Office: 440-286-3711
Fax: 440-286-1941
Road Office: 440-285-9002

**CHARDON
T O W N S H I P**

APPLICATION FOR USE OF TOWN HALL MEETING ROOM

Date of Application: _____

Name of Individual or Organization: _____

Signature of Responsible Individual: _____

Address: _____

Phone #: _____

Name of Program or Event: _____

Date & Time of Program or Event: _____

**PERMIT FOR USE OF TOWNSHIP BUILDING
(FOR TOWNSHIP USE ONLY)**

Date _____,

_____ (name) has been granted the use of the Chardon

Township Town Hall for the purpose of _____ on

_____ between the hours of _____ &

_____ in accordance with the conditions as signed by you on the above application.

Chardon Township Board of Trustee Chairman

CHARDON TOWNSHIP TOWN HALL RULES AND REGULATIONS

Permission to use the Chardon Township Town Hall must be obtained from the Chardon Township Board of Trustees. Approval / rejection will be made at a regularly scheduled meeting.

Any person renting the Town Hall is responsible for any and all damage or loss to the building or its contents.

Chardon Township is not responsible for personal injury or damage to or theft of any organization's equipment left at the Town Hall. **NO ALCOHOLIC BEVERAGE IS PERMITTED IN THE TOWN HALL.**

SPECIAL NOTE: PLEASE OBSERVE "NO SMOKING" RULES THROUHOUT THE BUILDING. VIOLATORS WILL BE ASKED TO LEAVE AND MAY RELINQUISH THE RIGHT TO RESERVE THE TOWN HALL.

RENTAL FEE:

1. CHARDON TOWNSHIP non-profit community organizations are eligible for free use of the Town Hall with prior approval of the Chardon Township Board of Trustees.
2. Persons may rent the Town Hall at the Board of Trustees discretion. A \$150.00 CASH DEPOSIT by separate check is due upon entering into rental agreement. The fee for non-residents is \$125.00. The fee for residents and non-profit organizations is \$50.00. Deposit funds will be used for any cleaning or repairs if damage occurs due to rental activity.

The key for entering the Town Hall is to be picked up from the or Chairman of the Board of Trustees just prior to the scheduled use, signed for, and returned to Board Chairman immediately following the use. No admission will be allowed to the Administrative Offices, nor will any use of office equipment be allowed.

The Town Hall must be vacated by 1:00 a.m. When leaving all lights are to be extinguished, thermostats set to minimum, and doors and windows closed and locked.

Decorations shall not be secured by adhesives, tacks, tapes or similar methods to walls, windows, or light fixtures.

The Town Hall is not to be rented for commercial purposes. All advertising except that incidental to programs, and all sale of merchandise, printed matter or other material is forbidden.

All refuse shall be removed from Township premises at the end of the event.

MONOPOLIZATION OF TOWN HALL BY ANY ONE ORGANIZATION IS PROHIBITED.

I, the undersigned, understand that the Chardon Township Town Hall will be reserved for use by _____, but only under the following conditions which I agree to observe.

Deposits will not be refunded if the following list of items are not observed:

Please read and initial the following 7 items:

___ 1. Alcohol is not allowed on the premises.

___ 2. Commercial fundraising is not permitted.

___ 3. The Town Hall must be vacated by midnight on the date reserved by the undersigned. Windows and doors must be locked, and exit via the back door.

___ 4. The reserving individual is responsible for normal cleanup procedures: tables and chairs placed in original position, floor vacuumed, if necessary, check bathrooms for cleanliness, and all trash removed from the Chardon Township property.

___ 5. The undersigned agrees to pay for any damage to the Town Hall building and/or Township property and to pay replacement costs for any missing items. In addition, the undersigned individual agrees to pay for cleanup if the Town Hall and/or Township property is left in an unsatisfactory condition.

___ 6. Individual causing harm to Town Hall property may be denied use of the facilities in the future, at the discretion of the Chardon Township Trustees.

___ 7. The undersigned understands and hereby acknowledges that the Chardon Township Board of Trustees shall not be responsible or liable for personal injury or property damage occurring to person or their guests and invitees, while using the Township Hall for their own personal matters, or for matters unrelated to the business of the Chardon Township Board of Trustees.

The undersigned releases and discharges the Chardon Township Board of Trustees from any liability, claims, demands, injuries, damages, actions or causes of action that might occur arising from the use of the Township premises.

DATE RESERVED _____ TIME _____ GROUP _____

TYPE OF FUNCTION _____ (SIGNATURE) _____

Address, Phone, Date

By order of the Chardon Township Trustees

Deposit will be refunded if the Chardon Township Hall is left in good condition.

Amount of Deposit _____ Amount Refunded _____ Date _____