

HARRISON TOWNSHIP COMMUNITY MEETING ROOM

6750 OUTVILLE RD., PATASKALA, OHIO 43062

ZONINGTOM@YAHOO.COM

Resident/Group Request to Use Form

Please print legibly

3/4/2013

NAME: _____ HOME# _____

CELL# _____ DAYTIME # _____

ADDRESS: _____ CITY: _____ STATE: _____

ZIP: _____

Name of Group: _____ HOA/501.C.3/Government: Yes _____ No _____

Purpose of use: _____ Number Attending: _____

Date Requested: _____ Time In: _____ Time Out: _____

NOTE: THE TOWNSHIP DOES NOT PERMIT ANY FOOD OR DRINKS IN THE MEETING ROOM, EXCEPT FOR BOTTLED WATER.

- Reservations can be made in person at the Harrison Township zoning office.
- *It is the intent of the Harrison Township Trustees, that the meeting room(s) are available for Government Agencies, Home Owners Associations, and Service Clubs (such as Athletics, Social Organizations, 4-H Clubs and Scouts). Intended uses of the facility are for meetings only, and not for serving of food or beverages. A member of the organization wishing to use the building must be a resident of Harrison Township, except for Governmental meetings.*

GENERAL INFORMATION:

- * Hours: 8:00 A.M. to 12:00 Midnight (7) days a week.
- * Applicant must be 21 years of age or older, and a resident of Harrison Township or Association related to the Township.
- * Confirmation: A signed confirmation will be issued to applicant, upon *Board of Trustees, or other Township representative* approval.
- * Use of this facility is strictly for not for profit activities/functions.
- * Harrison Township Residents, Governmental Offices, and Non-Profit local organizations may use the facility.
- * Harrison Township Board of Trustees and/or representative will review all requests, and at its sole discretion, grant approval, or denial, for use of the facility, upon receipt of this form.
- * **NO ALCOHOL OR OTHER DRUGS PERMITTED-NO SMOKING IN THE BUILDING (use outside containers, if you must smoke). No gambling is permitted on the premises.**

CONDITIONS FOR USE:

- * Reservation is for specific date and time only.
- * The person obtaining the reservation is responsible for the group's conduct, respect for the facility, and others.
- * Groups that abuse the facility, or violate rules and regulations, will be required to leave the premises and will not be issued any future permits. To accept the premises in its present condition and return it in the like condition.
- * The **APPLICANT** will be assessed charges for any repairs or cleaning, carpet damage and or replacement.
- * Harrison Township is not responsible for accidents, or lost/stolen property.
- * Follow all rules posted for specific areas throughout the Community Center & preserve property and landscape.

I have read, understand, and agree to abide by the terms of the above agreement. I agree to defend, indemnify and hold harmless Harrison Township for any and all claims, demands, suits, and losses, including all cost connected therewith, arising out of damages caused in whole or in part by the use of this facility. I understand that if any damages occur, or the building is not properly cleaned, per the agreement, and rules outlined herein are not followed, that the party arranging for use of the facility will be personally and financially liable for any expenses incurred.

Signature

Date

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6750 OUTVILLE RD. PATASKALA, OHIO 43062

COMMUNITY CENTER GUIDELINES/RULES

TABLES: Do not staple or use thumb tacks on tables. *Do not drag tables across the carpet.*

FLOOR is carpeted. No hard surface flooring for dancing – Applicants are not permitted to bring one in.

PETS are not permitted – only Seeing Eye dogs.

BEVERAGES: No alcohol permitted. **WATER ONLY.**

DECORATIONS: No tape on walls and door frames. No nails, pins, staples, or tacks are to be used on the walls or speaker podium. Silly String in cans, sprinkles, glitter, rice, bird seed, and confetti is not permitted. No personal property shall be on the premises other than during the rental period.

CANDLES are not permitted, due to fire hazard.

CLEAN UP: Remove all decorations. Wipe tables off. Pick up any trash throughout the facility.

Before leaving, check restrooms and outside grounds for any trash, etc.

TRASH: Remove all trash bags from waste baskets provided and put in the trash in the lobby area.

ENTRANCE TO BUILDING: Key pad entry system and a one-time key code for your use only.

PARKING: Vehicles must park in the marked parking areas. Parking is permitted in any empty space in the complex parking lot. No parking on the grass. Observe handicap parking signs and regulations.

SMOKING: Is not permitted in township buildings. *There are cigarette receptacles at the front of the building.* Do not put cigarette butts on the ground. **Smoking is not permitted within 30 feet from any entrance to the building.**

RESTROOMS: are handicap accessible. **Before leaving, check restrooms & clean if necessary.**

OUTSIDE SIGNS: Remove any signs/decorations you put out.

RULES: Follow all rules posted for specific areas throughout the Community Center & preserve property and landscape.

PERMIT HOLDER agrees to hold harmless the Township from any and all claims, injuries, and liabilities arising from their use of the Community Center.

I understand additional charges may be assessed if any damage and/or the building is not properly cleaned as instructed and the rules are not followed.

Signed: _____

Date: _____

Print Name: _____