

HALL RENTAL AGREEMENT

Allen Township Community Center
12829 Sate Route 613
Van Buren, OH 45889

Date the facility is to be rented _____ Purpose _____

Hours Reserved _____ to _____ Approx. number in party _____

Name	_____	Deposit	\$ _____
Address	_____	Rent	\$ _____
Telephone	_____	Total	\$ _____
E-Mail	_____		

Security Deposit and Rental Amounts

Residents & Employees of Allen Township	Deposit	\$250	Rental	\$200
Non-Residents of Allen Township	Deposit	\$250	Rental	\$400

No date will be reserved without the appropriate security deposit and rental amount being received by the Allen Township Fiscal Officer. The security deposit cannot be used as part of the rental fee and must be mailed to **Allen Township Fiscal Officer, P.O. Box 247 Van Buren, OH 45889**. The security deposit may be refunded if this agreement is cancelled within ten (10) days prior to the date of the event.

Refunding of the security deposit after the event will depend on the condition of the building after use. If the building is clean and not damaged in any way, the security deposit will be refunded after the next scheduled township meeting.

Terms and Conditions

The Hall can not be rented to an individual and/or organization more than four (4) times within any calendar year. Hall rental hours are from 11:00 a.m. to 1:00 a.m. (Earlier entry may be made by special arrangements). All festivities or gatherings must end by midnight so that the building can be completely vacated by 1:00 a.m. The day prior to rental is usually made available for decorating and set up.

Allen 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 Allen Township on the back of this page.

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RENTAL RULES

- There shall be no alcoholic beverages in the facility.
- Renter will be responsible for all persons in the group using the facility.
- Renter assumes liability for any damage done to the facility.
- Renter is responsible for any calls made from the Township Center telephone.
- No grease-producing products will be cooked in the kitchen area.
- Tables must be cleared and all decorations removed by 1:00 a.m.
- All tables and chairs must be clean and returned to their original location.
- Meeting room capacity is 50 when using tables and chairs, 100 for chairs only.
- Double-sided sticky tape is not to be used anywhere.
- No holes are to be made on floor, walls and ceiling.
- All trash must be bagged and placed in the dumpster East of the maintenance building.
- Renter will clean restrooms and floors after the event.
- Renter and guests will park ONLY in designated areas
- Parking lot is to be cleaned up if necessary.
- 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.

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 with the same.

Date: _____

Signature of Person Responsible

Signature of Township Representative