

Township Hall Rental

APPLICATION & PERMIT

Group/Organization/Person in Charge _____

Address _____ Telephone No. _____

Purpose _____ Number in Party _____

Date reserved _____ Hours Reserved _____ to _____

Lawrence Township Trustees reserve the right to deny use of township facilities to groups or individuals who fail to comply with the rules and regulations set forth.

It is understood that the group or organization using the above designated facility will comply with the laws of the State of Ohio, the Township of Lawrence, and all rules and regulations set forth by the Lawrence Township Trustees and:

1. Will be responsible for all persons in the group or organization using the facility.
2. Assumes liability for any damage done to the facility or township equipment or property.
3. Will be able to have access to the Township hall no more than 24 hours prior to the requested date only if said hall is not rented for that day, or no sooner than 12:00 am if the previous day is rented.
4. Will have the township hall cleaned (including restrooms) and all items returned to their place of storage no later than 12:00 am of the day of the rental.
5. There shall not be any grease-producing products cooked in the township hall building.
6. Will park ONLY in designated areas.
7. Will observe all rules posted.
8. There shall be **no alcoholic beverages or firearm's** in the facility or on township property.
9. Any permanent fixtures must not be tampered with, such as pictures, curtains, etc.
10. Will observe township hall room capacity: 50 people.
11. Agrees to rental charges:
 - a. Residents: Deposit - \$100.00 *Refund - \$100.00
 - b. Non-Residents: Deposit - \$250.00 *Refund - \$100.00
12. Shall turn off all lights, lower thermostat to desired temperature, and return key(s) when leaving the building .
13. The Tuscarawas County Sheriff's Dept. has authority to enter the township hall at any time to check for violations.

*Refunds will depend on condition of building when inspected by a Lawrence Township Trustee or their representative. If building is clean and not damaged in any way, deposit will be returned after next scheduled township meeting. Group or person using the above mentioned facility will be responsible for all cleaning and/or repair costs associated with returning the hall back to original condition over and above deposit amount.

I have read and understand the above policies and regulations and agree to comply with the same. 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 of Lawrence, its officers, employees, servants, and agents of and from any and all actions, causes of actions, claims, demands, costs, loss of services, expenses and compensation, on or account of, or in anyway 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.

Date

Signature of Responsible Person

Signature of Township representative