

UNION TOWNSHIP, Madison County Ohio

2250 St. Rt. 56 London Ohio 43140

HALL RENTAL FORM

Date to be used _____ Date requested _____

Person/Organization _____

Address: _____

Purpose of Use _____

Time: Beginning _____ End _____ Phone # _____

Rental Fee: _____ Non-Resident \$150.00 / _____ Resident of Union Township \$75.00

Please check one of the above that applies

THE RENTER AGREES:

1. **Not to bring or consume alcoholic beverages on the premises.**
2. Not to be used for dances or gambling on the premises.
3. **To clean the premises and place all refuse bags in containers. Renter will be responsible for the cost of a Professional Cleaner of the Trustees choice if not left in original condition. Renter may be denied to rent the Hall in the future. There will no less than a \$100 additional fee for any party that damages the Township property, including drywall damage but not limited to, or does not clean the facility after use.**
4. To reimburse Union Township for any damages to premises, building and equipment.
5. **To use only the designated building, kitchen facilities and restroom(s). Access to the garage (shop) and office are off limits. No one is to be in those areas. Trash cans will be outside beside the large garage doors.**
6. To accept the premises in its present condition and return it in the like condition.
7. The undersigned applicant agrees to indemnify and hold harmless Union Township and its members or agents against all liability for any personal injury or property damage occurring on or to the demised premises. This also includes **any** illnesses including Covid-19 that someone may be exposed to at any rental function at the Township Hall.
8. To vacate the premises at the scheduled times.
9. No personal property shall be on the premises other than during the rental period. The Township, or it's members, are not responsible for lost or stolen items during the rental period.
10. **Not to attach posters or signs to the premises. Nothing including balloons, posters, signs or anything else is permitted to be attached to the walls or ceiling. There will be no less than a \$100 additional fee for repair to the walls.**
11. To return all property to designated storage spaces.
12. To return key, if issued, to Union Township representative by (12:00) noon day after event.
13. **To provide copy of a driver's license of designated person responsible for person/organization using township hall.**
14. Township hall may not be used to profit any individual or group. Non-profit organizations may use the township hall for fundraiser events with the final approval from Trustees.
15. Person, applicant, signing rental reservation form is responsible for set up, clean up and rental group behavior. Please see check list in supply room for clean-up instructions.

I have read, understand, and agree to abide by the terms of the above agreement.

Signature : _____

Date: _____

(Lessee (Group) Designated person responsible for key)

Bob Darlington Road Superintendent

Rachel Fisher Fiscal Officer

Trustees Mike Sullivan

Matt Furbee

Gary Bogenrife