

**MONTVILLE TOWNSHIP
ADMINISTRATION AND SAFETY SERVICES CENTER**

6665 WADSWORTH ROAD
MEDINA, OH 44256
330-725-8313/FAX 330-722-6716

COMMUNITY ROOM RESERVATION FORM
(PLEASE PRINT)

REQUESTED BY: _____
Name/Title

FOR USE BY: _____
Name of Organization/Group

DATE REQUESTED: _____ TIME: _____ TO _____

NATURE OF ACTIVITY: _____

NUMBER OF PERSONS ATTENDING: _____

INDEMNITY – User shall be liable for the injury to or the death of persons and/or loss or damage to property caused by negligent acts or omissions of his agents, employees or invitees while in or about the property or by the user’s failure to perform its obligations under this agreement and shall indemnify and save Township harmless from and against any and all liability claims, demands, actions, causes of action, cost and expenses which may be incurred by the Township as a result of the use of the Montville Township Community Room, not resulting from the negligence of Township personnel.

I hereby attest that the information contained herein is true and that I have read and agree to the conditions and terms stated on this application and outlined in the Community Room Bylaws/Rules & Regulations adopted by the Montville Township Board of Trustees, Motion made 3/8/16 and Revised by Resolution #031219.01, which state in part:

- Other than Community Room furniture, there shall be no rearranging of furniture, pictures, trees, etc. in or outside of the Community Room.
- Activities are to be contained within the Community Room, which does not include hallways, lobbies, lawn or parking area.
- The security deposit shall be refunded if no damage is reported upon the inspection of the facilities following the event by an authorized representative of Montville Township. If damage exceeds the amount of the deposit, the user accepts financial liability for all damage and agrees to pay costs within thirty (30) days of the notice.

- The following rules and regulations apply:
 1. The use by any for-profit organizations (commercial use) is prohibited.
 2. Use or possession of alcoholic beverages, drugs, gambling devices, and/or firearms and weapons in the building or on the premises is prohibited.
 3. Use of tape, nails, tacks, pins, staples or like items that will penetrate or damage any portion of the inside or outside of the building is prohibited.
 4. One sign [maximum size 2' x 3' – six (6) square feet] shall be permitted on the premises during the party, meeting or function. Sign shall not be placed within right-of-way.
 5. Only the chairs and tables in the Community Room are available for use. All other furniture and equipment in the Montville Township Administration and Safety Services Center is not to be used or moved. Montville Township property, such as, but not limited to, furniture, tables, chairs, etc. shall not be removed from the room. Additional furniture, tables, chairs, etc. may not be brought into the building without prior permission from Montville Township.
 6. Cooking/grilling is not permitted in the building or on the premises.

 Name Telephone Number

 Address City Zip

 Signature Date

FOR OFFICE USE

Approved by: _____ Date: _____
 Authorized Township Representative

Security Deposit: \$ _____ Ck. No.: _____ Date Paid: _____

User Fee: \$ _____ Ck. No.: _____ Date Paid: _____

Post-Event Inspection: _____ Date: _____

_____ Deposit Returned

_____ Deposit Forfeited _____ Reason for Forfeiture