

Meeting Room Rental Agreement

Munson Township 12210 Auburn Road, Chardon, OH 44024-9454

Office Use Only:
App. Cal.
Sprd. Sht.
Call

☐ Meeting Room ☐ Conference Room				
Event/Purpose:				
Date(s) of Event:		Time;	# of People	
Meeting: (Res \$25) ☐ (No	on-Res \$50) 🗌 Securi	ty Deposit: (\$50)		
☐ Request fee waiver/reduc	tion 🔲 Non-profit			
PAYMENT: Amount \$	Check #	Cash Date l	Rec'd	
The undersigned Lessee,	nowledges that the same in the same in the common that this rental in the common that this rental in the common that the commo	is nonrefundable unless o agreement is not effectiv		
Security Deposit – In addition no alcohol is to be served. Wh damages are incurred to the pr damage incurred as a result of	en alcohol is served, a se emises or township, said	curity deposit of \$250 is deposit shall be refunded	required. In the event no law ithin 30 days. If there is	
of the township regarding (2) Lessee agrees that if the bufunction date, due to the or	use of the premises. Rece nilding is for any reason reders, policies, or requirer ficials) exercising jurisdic deposited shall be refund- to the other.	pipt of a copy thereof is he available or suitable from the ments of any public body ction over the premises, the deduction to Lessee and neither	, authority or agency (other hen this agreement shall be null	
Lessee's Name				
Lessee's Address				
Lessee's Email				
Lessee's Phone Numbers: D				
I acknowledge responsibility a subject of this Rental Agreeme		nship and its Trustees of	all liability relating to the	
Lessee's Signature		Date		
Township Representative Sign	nature	Date Appro	ved	

☐ Rental fee waived/reduced \$_____ ☐ Security Deposit waived/reduced \$_____

Munson Township Meeting/Conference Room Rental Policies & Regulations Effective April 28, 2015

PLEASE READ CAREFULLY

These policies and regulations are part of your rental agreement

Rental Agreements are required by all parties using Munson Township Facilities. All parties must schedule the date, time, type of activity, hours to be utilized, and number of people to participate in the event. No rental agreement or date is effective until the signed agreement is returned and approved by the Trustees. Payment is due the week of the event when the applicant comes to pick up the key. All organizations except official Munson Township bodies are required to complete a rental agreement. Those organizations that meet on a regular basis may reserve the room for three months at a time on one rental agreement. To qualify as a resident, the Lessee shall either reside in the Township, or one of their parents, siblings or children must live in the Township.

Rental fees and security deposits may be waived in part or in their entirety by the Trustees for organizations. Organizations may include, but are not limited to, the following: educational institutions, not-for-profit organizations, youth organizations, homeowner's associations operating under by-laws and including 15 or more homes, senior citizens, etc. Township Trustees have full discretion regarding waiver of any applicable fees. A refundable security deposit may be required for certain functions.

It shall be the policy of the Munson Township Board of Trustees not to rent the meeting room(s) for commercial purposes. The facilities are to be used for nonprofit functions, community organizations as determined by the Trustees (see above), and Munson Township residents.

The Lessee shall abide by all instructions and directives of township officials to include the following:

- 1. Lessee shall be responsible for cleanup. Any debris on the floor or refuse as a result of the event should be disposed of. A dumpster is located on the premises. Re-line trash cans. Recycling of bottles and cans is encouraged.
- 2. Park in designated areas only.
- 3. Functions are to conclude by 12:00am (midnight).

Please leave the facility neat and clean so others may enjoy it as well. Thank you.