

# RESERVATION FORM

THIS FORM MUST BE PRESENTED TO ATTENDANT

Rental Date:

Organization or Person(s) renting building:

Check all that apply:

Private Event ☐ Adults only ☐ Adults & Children ☐ Fundraising Event ☐

1 Reason for rental:

Was a copy of the responsible individual's Driver's License received? ☐ YES ☐ NO

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Individual Assuming Responsibility (must be present at event)

Name:

Email address:

Home address:

Cell phone #:

Work phone #:

Home phone #:

Does individual live in the Township? ☐ YES ☐ NO

3

Date of rental:

Day of the week:

4

Time of rental:  
(from/to)

Number of persons (estimate):

5

Equipment to be used (check all that apply): Tables ☐ Chairs ☐ Kitchen ☐

Deposit Fee: \$50 (waived if paid by credit card)

Fee per hour: \$25

\*no fee for Celebration of Life\*

Number of hours:

Total fee:

6

Any damages to the facility and/or equipment, or any missing equipment shall be charged in addition to the use fee. Individual assuming responsibility shall be required to leave property and equipment in same condition and place it was originally.

## Release Form

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I hereby release Hamilton Township, its agents and employees, and agree to hold them harmless from any and all liabilities which may arise as a result of my being in the Community Center, use of the facility, and/or equipment belonging to Hamilton Township. I understand that it is my responsibility to also be present at the above event.

Signature of responsible individual:

Date:

Hamilton TWP authorized personnel:

Approved:

- Complete reservation form and pay rental fee to Hamilton Township Administrative Office.
- One copy of reservation form will be returned to you after approval by the Board of Trustees.
- You must bring this form with you the day of the event in order to be permitted entrance into the building.
- The Community Center attendant reserves the right to refuse your entrance into the building without this form.

# CLEAN UP

- All tables used shall be cleaned and placed along the walls. No more than two out from the wall. If you don't remember where they go, check with the attendant. Chairs shall be folded and placed on the chair rack.
- Trash receptacles, including the bathrooms, emptied and replaced with new liners. Trash to be taken outside to trash cans on north side of building.
- Floors swept and any spills mopped up.
- Check bathrooms
- Refrigerator door is shut and if you used the ice maker make sure it is turned off. If the oven was used, make sure it has been turned off and any spills cleaned up.
- Counters and sink clean
- Glass doors (free of smudges/fingerprints)

## ***Supplies can be obtained from the building attendant***

I have read the rules and regulations for use of the Community Center building and understand what my obligations are regarding entry to the building on the day and time specified on the forms and my responsibility regarding the clean up process.

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Signature

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Date

## RULES AND REGULATIONS FOR USE OF THE BUILDING

- Residency Restrictions: Any person requesting use of the building must be a resident of Hamilton Township. Any organization requesting use must have a majority from Hamilton Township.
- Reservation Process: Person/organization requesting use of the building shall do so in writing by completion of the reservation forms and return to the Hamilton Township Community Center front office Administrator. **The Township Trustees must approve your request.** The board meetings are on the second and fourth Wednesday of the month at 7:30 p.m. Reservation forms shall be filled out with the requested information and signed by the individual assuming responsibility and returned immediately. **A copy will be returned to you for presentation to the Hamilton Township employee in charge of the building when you arrive on the date of the reservation.**

You will be required to show a valid driver's license/identification.  
Please leave adequate time for set up and tear down/clean up.

**We accept two forms of payment:** *Credit/Debit card or check.*

If you are paying by check, we require an additional check deposit of \$50 to be held until after the event. After the event, your check will be returned to you.

***Your payment will be due at the time of the reservation request.***

## FEES

*Payment may be made by debit/credit card or check*

- Non-Profit Civic Service Groups - Membership in the group shall have a majority from Hamilton Township.  
Fee is \$6 per hour.
- Churches and individuals - Limited to Hamilton Township resident and churches only.  
Fee is \$25 per hour.
- Businesses or use for profit - Limited to Hamilton Township resided and churches only.  
Fee is \$25 per hour.

## USE LIMITATION

- No organization may use the building for more than two consecutive days.

## MEAL PREPARATION

- Full meal preparation at the center is prohibited. Caterer service, potluck carry-in, or warming in the oven is acceptable. Food and beverages shall be restricted to the kitchen and activity room area. There are no cooking utensils or towels available. Please bring your own.

## DECORATING/CLEAN UP

- Nothing shall be permanently attached to the walls, ceiling or floor of any part of the building.
- All trash receptacles emptied and replaced with new liners. Trash to be taken to trash cans outside of building.
- All tables used shall be cleaned and placed along the walls. Chairs shall be folded and put on the chair rack, unless otherwise instructed.
- Floors shall be swept and any spills mopped up.
- Counters shall be wiped as well as any spills on stove or in the refrigerator or freezer.
- Glass doors shall be cleaned.

*The Township employee in charge can provide you with necessary supplies. The employee in charge will inspect the center with the party responsible to ensure proper cleaning has been done.*

## ADDITIONAL ITEMS

- Proper dress shall be required. Shoes, shirt, etc.
- Persons under eighteen years of age will not be permitted in the Community Center unless a part of a group reserving the building, and must be accompanied by a responsible adult who has been given permission to use the building. Unsupervised individuals will be asked to leave.
- Cancellation prior to 48 hours of building use is required, otherwise you forfeit your deposit. Some exceptions such as acts of God or other uncontrollable causes will be considered. For cancellation, please call the office: 614-491-3963 between the hours of 8:30 a.m. until 4:30 p.m.
- Any group or individual that abuses the facility or violates the rules and regulations shall be denied future permits, and charges for damage shall be assessed against them.
- No additional chairs and tables are to be brought into the building.
- If the electricity should be shut off during the rental of the building due to storms, etc., the township employee in charge will have to ask everyone to evacuate the building. Rental fees will be refunded in this event.
- Any personal property found by Township Officers or employees will be turned into the Township office and administered in the Hamilton Township Lost and Found policy.

***NO ALCOHOLIC BEVERAGES SHALL BE ALLOWED ON THE PREMISES.  
NO INTOXICATED PERSON TO BE ON THE PREMISES.***

## OCCUPANCY

- The maximum occupancy permitted in the Hamilton Township Community Center is 80 people using tables and chairs, and 102 people using chairs only. This is in accordance with Rule 1301:7-27, Article 27 of the Ohio Fire Code.

***Any or all of the above rules are subject to change by Hamilton Township Board of Trustees.***