

HAMILTON TOWNSHIP COMMUNITY CENTER RENTAL APPLICATION & AGREEMENT

RULES AND REGULATIONS FOR USE OF THE BUILDING PLEASE READ CAREFULLY

Residency Restrictions:

- Any person requesting use of the building must be a resident of Hamilton Township.
- Any organization requesting use must have a majority of its members from Hamilton Township.

Reservation Process:

- All requests to use the building must be submitted in writing by completing the required reservation forms.
- Completed forms must be returned to the Hamilton Township Community Center front office Administrator.
- All reservations must be approved by the Hamilton Township Trustees.
- Board meetings are held on the second and fourth Wednesday of each month at 7:30 p.m.
- Reservation forms must be completed with all requested information, signed by the individual assuming responsibility, and returned promptly.
- A copy of the approved reservation will be returned to you. You must present this copy to the Hamilton Township employee in charge of the building when you arrive on the date of your reservation.

Identification:

- A valid driver's license or other valid identification must be presented upon arrival.

Set-Up and Clean-Up:

- The reserved rental time includes all set-up, event, tear-down, and clean-up time. Renters must ensure that all activities, including set-up and clean-up, are completed within the reserved time period.

Payment:

- We accept two forms of payment: credit/debit card or check.
- Payment is due at the time of the reservation request.
- If paying by check, an additional \$50 security deposit check is required and will be held until after the event. The deposit check will be returned after the event.
- If paying by card, the Township reserves the right to charge a \$50 security deposit/cleaning fee to the original method of payment.

Rental Fees:

- Non-Profit Civic Service Groups: Membership in the group must have a majority from Hamilton Township. Fee: \$6 per hour.
- Churches and Individuals: Limited to Hamilton Township residents and churches.
 - Fee: \$25 per hour.
- Businesses or For-Profit Use: Limited to Hamilton Township residents and businesses.
 - Fee: \$25 per hour.

Maximum Rental Period:

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

Food and Kitchen Use:

- Full meal preparation at the center is prohibited.
- Catered food, potluck/carry-in food, and warming food in the oven are permitted.
- Food and beverages are restricted to the kitchen and activity room areas.
- No cooking utensils or towels are provided. Please bring your own.
- Please do not use Community Center kitchen supplies, including paper plates, cups, napkins, or utensils. These supplies are reserved for Community Center employees.

Decorating and Clean-Up:

- Nothing may be permanently attached to the walls, ceiling, or floor of any part of the building.
- All trash receptacles must be emptied and fitted with new liners. All trash must be taken to the outdoor trash cans.
- All tables used must be cleaned and placed along the walls. Chairs must be folded and placed on the chair rack unless otherwise instructed.
- Floors must be swept, and any spills must be mopped up.
- Counters must be wiped clean, including any spills on the stove or in the refrigerator or freezer.
- Glass doors must be cleaned.
- The Township employee in charge can provide necessary cleaning supplies.
- The Township employee in charge will inspect the center with the responsible party to ensure that all required cleaning has been completed.

Smoking Policy:

- Smoking, including the use of cigarettes, cigars, pipes, electronic cigarettes, and vaping devices, is strictly prohibited inside all Township buildings in accordance with the Ohio Smoke-Free Workplace Act.
- Smoking is permitted only in outdoor areas and must occur at least 20 feet from all building entrances, exits, windows, and ventilation systems.
- All smoking materials must be fully extinguished and disposed of in appropriate receptacles. Disposal of cigarette butts or other smoking materials in planters, sidewalks, parking lots, or other non-designated areas is prohibited.
- The renter is responsible for ensuring that all guests comply with this policy.
- Evidence of smoking in prohibited areas, including cigarette butts or other smoking debris found near entrances or on Township property, may result in additional cleaning fees, forfeiture of the security deposit, or denial of future rental privileges.
- If cigarette butts or other smoking debris are found on the ground or surrounding the facility following a rental event and are not properly disposed of, the renter will be charged the \$50 security deposit, which will be retained by the Township as a non-refundable cleaning fee.
- Failure to comply with this policy may be considered a violation of Ohio Revised Code Chapter 3794 and subject to enforcement.

ALCOHOL POLICY

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

General Rules and Regulations:

- Proper dress is required at all times, including appropriate clothing and footwear. Shoes and shirts must be worn.
- Persons under 18 years of age are not permitted in the Community Center unless they are part of a group that has reserved the building and are accompanied by a responsible adult who has been authorized to use the building. Unsupervised individuals will be asked to leave.
- Cancellations must be made at least 48 hours prior to the scheduled building use. Cancellations made less than 48 hours in advance will result in forfeiture of the security deposit. Exceptions may be considered for acts of God or other circumstances beyond the renter's control. To cancel, please call the Township office at 614-491-3963, Monday through Friday, from 8:30 a.m. to 4:30 p.m.
- Any group or individual that abuses the facility or violates these rules and regulations may be denied future rental privileges. Charges for any damage will be assessed to the responsible party.
- No additional tables or chairs may be brought into the building.
- If the electricity is interrupted during the rental due to a storm or other emergency, the Township employee in charge may require everyone to evacuate the building. In the event of an evacuation due to loss of electricity, the rental fee will be refunded.
- Any personal property found by Township officers or employees will be turned in to the Township office and handled in accordance with the Hamilton Township Lost and Found Policy.
- The maximum occupancy of the Hamilton Township Community Center is 70 people when using tables and chairs and 102 people when using chairs only, in accordance with Rule 1301:7-27, Article 27 of the Ohio Fire Code.

Changes to Rules:

- Any or all of these rules and regulations are subject to change by the Hamilton Township Board of Trustees.

RESERVATION FORM

THIS FORM MUST BE PRESENTED TO ATTENDANT

INDIVIDUAL ASSUMING RESPONSIBILITY (must be present at event)

Name and/or Organization: _____

Email address: _____

Cell phone #: _____

Home phone #: _____

Home address: _____

**Does individual/group
reside in the Township?**

☐ YES ☐ NO

EVENT INFORMATION

Date of rental: _____

Day of the week: _____

Time of rental (from/to): _____

Reason for rental: _____

Number of persons (estimate): _____

Check all that apply:

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

Was a copy of the responsible individual's identification received?

☐ YES ☐ NO

FEES & DEPOSIT

Security Deposit: \$50 check deposit is required for check payments.

For card payments, no deposit is collected; however, the card on file may be charged \$50 for failure to comply with rules and regulations.

Fee: \$25 per hour

Number of hours: _____

Total Fee: \$

No fee for celebration of life

RESPONSIBILITY **Signature required on next page**

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

Office use only

Authorized Township Personnel

Date Approved by Board

CLEANING CHECKLIST

BEFORE LEAVING THE BUILDING

- ☐ All tables used shall be cleaned and placed along the walls. No more than two tables should be out from the wall. If you do not remember where they go, check with the attendant.
- ☐ Chairs shall be folded and placed on the chair rack.
- ☐ Empty all trash receptacles, including those in the bathrooms, and replace with new liners. Take trash outside to the trash cans on the north side of the building.
- ☐ Sweep all floors and mop up any spills.
- ☐ Check bathrooms.
- ☐ Make sure the refrigerator door is shut. If the ice maker was used, make sure it is turned off.
- ☐ If the oven was used, make sure it has been turned off and any spills have been cleaned up.
- ☐ Clean counters and sink.
- ☐ Clean glass doors so they are free of smudges and fingerprints.

Cleaning supplies can be obtained from the building attendant.

CIGARETTE / SMOKING DEBRIS

If any cigarette butts or smoking debris are found on the premises following the event, the \$50 security deposit will be charged as a non-refundable cleaning fee.

Please read and keep the first three (3) pages of this packet for important information regarding the rules and regulations for use of the building.

☐ I have reviewed and understand the rules and regulations for use of the Community Center and agree to comply with all terms, including those related to facility access at the approved date and time and my responsibilities for cleanup and restoration.

Signature

Date

WAIVER OF LIABILITY AND HOLD HARNESS AGREEMENT

IMPORTANT HEALTH NOTICE

Use of this facility may involve exposure to communicable illnesses. By entering and using the facility, you voluntarily assume all risks related to such exposure and agree to follow all applicable health and safety guidelines.

ASSUMPTION OF RISK AND USE OF FACILITY

I understand that communicable illnesses, including but not limited to viruses, infections, epidemics, and pandemics, may be contagious and spread through person-to-person contact or environmental exposure. Such illnesses may result in serious illness, personal injury, permanent disability, or death.

I acknowledge that accessing and using the Hamilton Township Community Center (the "Facility"), located at 6400 Lockbourne Road (the "Premises"), may increase the risk of exposure to such illnesses. Hamilton Township makes no representations or warranties that exposure or infection will not occur.

Notwithstanding these risks, I voluntarily choose to enter and use the facility and agree to comply with all applicable laws, regulations, and guidelines while on the premises.

RELEASE AND HOLD HARMLESS

By entering and using the Hamilton Township Community Center, I voluntarily assume all risks and agree to release, waive, discharge, and hold harmless Hamilton Township, its officials, agents, employees, contractors, and assigns (collectively, "Hamilton Township") from any and all liability for illness, injury, death, or damages arising from or related to my use of the Facility or presence on the Premises. I further agree to indemnify, defend, and hold harmless Hamilton Township from and against any and all claims, demands, suits, judgments, losses, or expenses (including attorney fees and costs) arising out of or related to my use of the Facility.

WAIVER OF JURY TRIAL

I hereby knowingly and voluntarily waive any right to a jury trial of any dispute arising in connection with this agreement. I acknowledge that this waiver is a material inducement for Hamilton Township to permit my use of the facility and presence on the premises.

SEVERABILITY

If any provision of this Agreement is held or declared to be void, invalid, or illegal by a court of competent jurisdiction, such provision shall be deemed ineffective but shall not affect the validity or enforceability of any remaining provisions.

ACKNOWLEDGEMENT AND VOLUNTARY EXECUTION

☐ BY SIGNING THIS AGREEMENT, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND ITS TERMS AND THAT I SIGN IT VOLUNTARILY AS MY OWN FREE ACT AND DEED. I FURTHER ACKNOWLEDGE THAT NO ORLA REPRESENTATIONS OR INDUCEMENTS HAVE BEEN MADE OTHER THAN THOSE CONTAINED IN THIS AGREEMENT. I REPRESENT THAT I AM AT LEAST EIGHTEEN (18) YEARS OF AGE, FULLY COMPETENT, AND THAT I EXECUTE THIS AGREEMENT WITH THE INTENT TO BE LEGALLY BOUND.

Signature

Date