

**WESTFIELD TOWNSHIP
RENTAL USE AGREEMENT
FOR TOWNSHIP HALL AND KITCHEN
6699 Buffham Road, Seville, Oh 44273**

Chairs only 168
Tables & chairs 78
(Hours Available 8:00 am – 10:00 pm)

PERSON/ORGANIZATION APPLYING _____

ADDRESS (Need Identification) _____

PHONE NO. _____

PURPOSE OF USE or TYPE OF ACTIVITY _____

DATE(s) _____ TIME IN _____ TIME OUT _____

***RENTAL FEE along with SECURITY DEPOSIT NEEDED TO BOOK DATE:**

\$150.00 FOR RESIDENTIAL RENTERS (For first 6 hours)

\$200.00 FOR NON-RESIDENTIAL RENTERS (For first 6 hours)

***SECURITY DEPOSIT NEEDED TO BOOK HALL \$150.00**

(Security deposit will be returned to renter after event if hall is left in original state)

Each additional half or partial half hour needed \$50.00

*FEES MAY BE WAIVED FOR COMMUNITY, NON-PROFIT, AND OTHER GOVERNMENT ORGANIZATIONS.
(Security deposit is still required to book date)

*SHOULD ANY OF THE RENTAL POLICIES BE VIOLATED, THE TOWNSHIP RESERVES THE RIGHT TO WITHHOLD ALL OR PART OF THE SECURITY DEPOSIT. IN THE CASE OF EXCESSIVE DAMAGE TO THE BULDING, FURNISHINGS, OR GROUNDS, RENTERS/USERS MAY BE ASSESSED FOR THE REPAIRS.

I HAVE RECEIVED A COPY OF THE HALL RENTER/USER POLICIES AND AGREE TO ALL EXPECTATIONS THEREIN.

Date Signed _____

Signature of Applicant

Received By _____
(Westfield Township)

Date Received _____ Hall Rental Amount Paid \$ _____ Security Deposit Fee Paid \$ _____

Date Security Deposit Returned _____ Security Deposit Amount Returned \$ _____ Check # _____

Initial (Westfield Township) _____ Initial (Applicant) _____

WESTFIELD TOWNSHIP HALL RENTAL POLICY

1. No alcoholic beverages, drugs, gambling or smoking is permitted in the building or on the premises.
2. The hall is available for rental between the hours of 8:00am to 10:00pm
3. Renter/user is responsible for clean-up of the entire area and must remove all garbage from the premises and must return premises to its original state.
4. Renter/user to reimburse Westfield Township for any damages to the premises, building, furnishings or equipment.
5. No Westfield Township property is to be removed from the premises for use at another location.
6. Applicant must be 21 years of age to rent the Township Hall and Kitchen.
7. No personal property shall be on the premises other than during the rental/use period.
8. Not to use nails, tacks, pins, staples, tape or like items that will penetrate any portion of the building, inside or out, for decorations, posters or signs. "Plasti-tac" may be used in lieu of the above on walls and metal strips of the ceiling only. Not on the ceiling tiles.
9. The premises shall not be used for any purpose other than the one described above unless written permission is first acquired for the additional use.
10. Renter/user shall conduct its activities on Westfield Township property so as not to endanger any person or property.
11. Renter/user shall not make or allow to be made any lawful, improper, or offensive use of the premises.
12. In event that any of the foregoing conditions are not met, the Renter/user shall forfeit the security deposit. This includes any food stains or damage to the hall carpet.
13. Cancellations less than one week before the reservation time will forfeit both the deposit and security deposit.
14. Renter/user will indemnify and hold harmless Westfield Township and its officials, agents and personnel against any and all claims for injury or damage, including all costs connected therewith, to persons or property arising out of the activities conducted by the "Applicant" and Applicant's guests on Westfield Township property.
15. That Westfield Township reserves the right to terminate this agreement or to remove Applicant and any of the Applicant's guests in the event the requirements of this agreement are violated or in the event any dangerous, disruptive, or unlawful activity is permitted to occur on Westfield Township property during the time covered by this agreement.