

**Monroe Township Maintenance and Office Building**  
**Facility Rental and Agreement**

Date of Rental \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_ (10:00 pm) Date of Agreement \_\_\_\_\_

Renter's Name \_\_\_\_\_

Organization Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Rental fee is payable in advance of \$500.00 per rental (\$350.00 fee + \$150.00 refundable deposit) for Monroe Township resident. Rental fee in advance \$575.00 per rental (\$425.00 fee + \$150.00 refundable deposit) for a non-resident of Monroe Township. Any renter or organization leaving the facility in unsatisfactory condition will forfeit the refundable deposit as a clean-up charge and pay for any damage to facility or equipment. Receipt No. \_\_\_\_\_

Purpose or Nature of Meeting \_\_\_\_\_

Number of people attending \_\_\_\_\_

Agreement is granted on condition that if facility is needed for a Monroe Township function, renter shall forego use of facility and all payments and deposits will be refunded to renter.

The renter and or organization agree to the following rules and regulation of Monroe Township, Licking County, Ohio and the laws of the State of Ohio.

**Monroe Township Maintenance and Office Building**  
**Rules and Regulations for Rental**

1. No alcoholic beverages, illegal drugs, or intoxicate persons are permitted on premises.
2. No gambling permitted on premises.
3. Music permitted, but must be confined to Township Building and volume must not disturb the neighbors.
4. To use only meeting area part of building that includes meeting area, snack area, and restrooms. No admittance to office and maintenance area.
5. To leave the facility as found or forfeiture of deposit will occur.
6. **Do not attach posters or signs to premises or use tape of any kind to attach things to walls/molding or remove signs or flags from walls.**
7. No smoking inside facility. Ashtrays are provided for smoking in parking area only.
8. To lock all doors and windows upon departure and return keys to Fiscal Officer, Trustee or Maintenance Supervisor.
9. Meeting room capacity is 75 people.
10. No parking in front of any exterior doors of the building.

11. No renting, leasing or loaning of chairs, tables or any other equipment of Monroe Township.
12. Any youth group shall be required to have a supervisor or responsible adult present at all meetings.
13. All meetings will be posted in meeting room.
14. Rules and regulations will be posted by Clerk's door.
15. All rules and regulations and fees are subject to change by order of the Monroe Township Trustees without notice.
16. No red punch can be used.
17. To use the facility only as described in purpose and nature of meeting described.
18. To vacate premises at scheduled time. Remove all personal property by the end of the period of use.
19. To be responsible for the group's conduct. (Groups that abuse the facility or violate rules and regulations will not be issued future agreements and charges for damages will be assessed.)
20. We do not allow for-profit groups to rent building.
21. No dangerous or unlawful activity is permitted to occur on township premises during the time covered by this agreement.
22. NO LOITERING IS ALLOWED IN CEMETERY OUT OF RESPECT FOR THE DECEASED.
23. The Renter shall provide adequate adult supervision for any minor children who participate in the Renter's use of the facility.
24. Renter shall take their trash to the dumpster outside of the building.
25. The rental function shall end by 10:00pm
26. Return Monroe Township Facility like room set-up guide.

The Renter and/or Organization hereby agrees that the use of the facility described above shall be upon the conditions listed above and at the exclusive risk of the renter and his/her guests, and no liability shall be attached to Monroe Township, Licking County, its Board of Trustees, elected and appointed Officials, employees, agents, volunteers and others working on behalf of Monroe Township.

The renter further agrees to defend, pay on behalf of, indemnify and hold harmless, Monroe Township, Licking County, Ohio, its Board of Trustees, elected and appointed officials, employees agents, volunteers, and others working on behalf of Monroe Township, against any and all claims, demands, suits loss (including all costs connected therewith, including but not limited to, attorney fees) for any damage which may be asserted, claimed or recovered against or from Monroe Township, its Board of Trustees, elected and appointed officials, employees, agents, volunteers and other working on behalf of Monroe Township, by reason of personal injury (including, but not limited to, bodily injury and death and/or property damage including, but not limited to, loss of use thereof) which arises out of the alleged negligence of Monroe Township, its Board of Trustees, Elected or appointed officials, employees, agents, volunteers and others working on behalf of Monroe Township and/or in any way connected or associated with the agreements.

Approved by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Renter's Signature of Acceptance \_\_\_\_\_ Date \_\_\_\_\_

Witness of Renter's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return to: Monroe Township, 7621 Johnstown-Alex. Rd., Johnstown, OH 43031