

SHARON TOWNSHIP
RENTAL USE AGREEMENT FOR THE TOWN HALL ("HALL/PREMISES")
Mailing Address: PO Box 7, Sharon Center, OH 44274
Hours available: 8:00 a.m. to Midnight

PERSON/ORGANIZATION _____

ADDRESS _____ PHONE NUMBER _____

TYPE OF ACTIVITY/PURPOSE OF USE _____

DATE AND TIME TO BE USED _____

The applicant agrees to the following:

1. No smoking or alcoholic beverages are permitted on the premises.
2. Applicant must be 21 years of age to rent the Town Hall.
3. There is a **\$250.00** returnable security deposit due at the time of booking. The Township shall refund the security deposit to Applicant provided that the Applicant or anyone attending Applicant's event, has not caused damage to the premises, its contents and/or the premises grounds and has adhered to any specific usage rules and regulations. Applicant agrees that the deposit will not be refunded if it is determined by the Township in its sole discretion, that the Town Hall and/or Township property is left in unsatisfactory condition.
4. There will be no charge for government-related organizations and non-profit organizations with 501 (C) 3 status the first twelve rentals per calendar year; after twelve rentals, a fee will be collected. A fee of **\$100.00** per day for residents of Sharon Township will be charged. The Town Hall is to be rented to Sharon Township residents only. This fee must be paid within seven (7) days of making the request to hold the reservation. Make checks and/or money orders payable to Sharon Township Trustees. Payment may be made in person at the Sharon Township Administration Building or sent by mail to the Sharon Township, PO Box 7, Sharon Center, OH 44274.
5. The capacity for the Town Hall is as follows: Upstairs - 245 people with standing room only, 150 people with chairs, 70 people with tables and chairs. Downstairs - 216 people with standing room only, 154 with chairs, 72 people with tables and chairs.
6. A key will be issued for all events and is available at the Sharon Township Administration Building between 8:00 AM and 12:00 PM, Monday thru Friday or at the Sharon Township Maintenance Department inside the main door on the cork board (any time of day). The user is responsible for returning the key by the following day to the locked mailbox located on the side of the Administration Building. Applicant will be charged \$50.00 for lost keys.
7. There shall be no use of 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 the walls.
8. All litter/garbage must be picked up and placed in plastic bags in the containers provided behind the Town Hall. If necessary, all or some of the user's security deposit will held for cleaning purposes.

9. The premises shall not be used for any purpose other than the one described above unless permission is first acquired for the additional use. Applicant's use of the Premises shall be in accordance with Health Department mandates and in a lawful, careful, safe, and proper manner. Applicant shall carefully preserve, protect, control and guard the same from damage. The Premises shall be used only by the Applicant and Applicant's guests for the purpose outlined above and for no other purposes without the prior written consent of Township.
10. To conduct its activities on Sharon Township property so as not to endanger any person or property.
11. Applicant shall indemnify, defend and hold harmless Sharon Township, the Sharon Township Board of Trustees and their officers, agents and employees from and against any liability, loss, cost, injury, damage, or other expense that may occur or be claimed by or with respect to any person or property on or about the Premises resulting from the use, misuse, occupancy, or possession of the Premises by Applicant, its agents, employees, licensees, invitees or guests. Except where any loss, cost, injury or damage is the result of Sharon Township's sole fault or negligence, Sharon Township, the Sharon Township Board of Trustees and/or their officers, agents and employees shall not have any liability for any loss, cost, injury or damage to Applicant or Applicant's employees, agents, licensees, invitees, or guests or to any property of such persons. Sharon Township shall not be responsible or liable for loss or damage to the contents of the Premises, regardless of who owns the contents and regardless of how or by whom the loss.
12. That Sharon Township reserves the right to terminate this agreement or to remove Applicant and any of the Applicants guests in the event the requirements of the agreement are violated or in the event any dangerous, disruptive, or unlawful activity is permitted to occur on Sharon Township property during the time covered by this agreement.
13. The Sharon Township Trustees or their representative shall have the right to enter upon the Premises at all reasonable times for the purpose of inspecting the same, however, the Sharon Township Trustees shall not unreasonably interfere with Applicant's use of the Premises.

Key Number _____

Name (Please Print): _____

Signature: _____

Date: _____

Address _____

Phone Number _____

Amount Received: _____

Received By: _____

Check #: _____

Amount Refunded: \$ _____

BY ORDER OF THE SHARON TOWNSHIP BOARD OF TRUSTEES