

RE: RULES AND REGULATIONS FOR THE RENTAL OF THE TOWNSHIP BUILDING OF AMERICAN TOWNSHIP.

1. Any person or organization or group desiring to rent the Township building should contact Suzell Conkle or Patrick Murphy at the administration building located at 102 Pioneer Rd, Elida, Ohio, 45807, phone #419-331-8651.
2. Any individual, or individual representing a group or organization shall complete and sign a form provided by the Township Trustees from the above named representatives. The said individual signing shall assume full responsibility on behalf of the organization or group for liability and/or damages to the Township building and its contents.
3. Any individual or group wishing to rent the Township building must pay in full no less than 2 weeks prior to the rental date except when renting less than 2 weeks from time of calling to reserve the room. If rental is not paid in full no less than 2 weeks prior to rental date the management has the right to rent the room to another individual or group.
4. Any individual or group who has already paid for the room but later cancels a refund of \$150.00 will be given if cancelation is more than 2 weeks prior to the rental date. If closer than 2 weeks a refund of \$125.00 will be given.
5. Any group under the ages of twenty-one must be properly chaperoned, and the said chaperon must remain on the premises for the rental period.
6. No intoxicating beverages will be permitted.
7. The rental area is confined to the Township Assembly Room and to the restroom facilities. Occupancy of the room shall not start before 8:00 AM or continue after 10:00 PM.
8. Any organization must assume full responsibility and clean the said premises, which shall include any use of the kitchen facilities and putting all folding chairs and tables back on the racks.
9. The assembly room shall not be available for rental on Monday.
10. No live music permitted.

By Order of the Township Trustees

Laurie Swick, Clerk

RENTAL AGREEMENT

1. I, the undersigned, as an individual and/or agent for the organization designated, or group, do hereby agree to comply with all of the Rules and Regulations, governing the use of the Township.
2. I further agree to assume full responsibility as individual and/or agent for the said group or organization, for any damage to the building and assume full responsibility for the payment of the rental fee of \$125.00. In addition to the rental fee I agree to furnish a security deposit in the amount of \$25.00 at the time of signing the Agreement which sum may be applied to any damages to the premises which may occur as a result of this rental, or failure to return the room to its original condition (cleaning, chairs and tables returned to storage racks). The security deposit of \$25.00 will be returned if the Township building is found to be in proper condition.

Fee \$ _____ Date of rental _____

From the hours of _____ to _____

Organization _____

Address _____

Person Assuming Responsibility _____

Address _____ Phone # _____