

# PORTAGE TOWNSHIP COMMUNITY ROOM USAGE AGREEMENT

## **\$100.00 FEE CLEANING DEPOSIT**

Money will be refunded, if left clean, at the Trustee Meeting following the event.

Portage Township Trustees maintain final authorization in the usage of the Community Room.

Check Number _____
Cash _____
REFUND/DATE _____

DATE OF USE \_\_\_\_\_

RESIDENT IN CHARGE \_\_\_\_\_

(The above person will claim responsibility for the group, and will be on the premises at all times and accessible by the phone number given during the scheduled usage.)

PHONE NUMBER \_\_\_\_\_

RESIDENT ADDRESS \_\_\_\_\_

REASON FOR USE \_\_\_\_\_

### **CONDITIONS OF USE**

**This list of conditions is subject to change by the Board of Portage Township Trustees at its discretion.**

*The Township Community room is free of charge to the residents of Portage Township.*

1. Portage Township Community Room is ONLY available to Portage Township residents.
2. The maximum occupancy of the Community Room is (forty) 40 persons.
3. The Community Room will be available between 8:00am and 11:00pm
4. Upon departing, the applicant will assure that the community room will be left in the same or better condition than the condition in which it was received. **Table tops will be wiped clean, chairs and tables will be neatly put away and floors will be swept. Wet mopped if stains are on floor.**

**If not cleaned properly, the \$100.00 deposit will not be returned.**

5. **TRASH:** Containers and liners will be provided by Portage Township.
  - A reasonable amount of trash may be disposed of in the trash bin behind the community room.
  - Make sure to empty bathroom trash.
  - Recycle cans and bottles in the recycle bins.
6. Entry into community room is through the south man door only.
7. Usage is limited to the community room. (The office and garage are off limits.)
8. Parking is to be on the blacktop area south of the community room.
9. **NO ALCOHOL** permitted on township property;
10. **NO SMOKING** permitted in the Community Room.
11. **NO TAPE ALLOWED** to put up items or on tables.
12. Decorations **ONLY** hung on provided hooks from ceiling tiles.
13. When leaving the community room, all lights must be turned off, the doors locked and the key left in the designated location within the community room.
14. Tables must be protected from the heat of Roasters, Hot Plates, Crock Pots, etc.

(Print Name) \_\_\_\_\_ agrees to defend, indemnify and hold harmless Portage Township from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against Portage Township by reason of any damage to property, personal injury or bodily injury including death, sustained by any person whomsoever and which damage, injury or death arises out of this activity.

**I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE TERMS OF THIS AGREEMENT.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Approved by: \_\_\_\_\_ Portage Township Trustee