

AUBURN TOWNSHIP TOWN HALL

11000 Washington Street
Auburn Township, Ohio 44023
(440) 543-7028 office phone www.auburntownship.com

**MAIL Rental Payments & Signed Contract to:
Auburn Township Trustees, 11010 Washington Street, Auburn Twp., OH 44023**

RENTAL AGREEMENT

**AUBURN RESIDENT RATE - \$100 for first 4 hours / \$20 per hour each additional
OUT OF TOWNSHIP RESIDENT RATE - \$200 for first 4 hours / \$20 per hour each additional**

Date / Hours Reserved:	HOURS:
Name	
Address	
Phone number	
Email	
Purpose	
Rental Fee:	PAID DATE: RECEIPT#:
Number in Party:	Under 50
Key Pick-Up Date:	Week day before event between 8:00am and 4:00pm
Key Turn-In Date:	Administration Office drop box after event. (east door)

Auburn Township reserves the right to deny use of the Auburn Township Town Hall Facility to groups who fail to comply with the rules and regulations set forth.

It is understood that the group or organization using the above designated facility will comply with the laws of the State of Ohio, the Township of Auburn and all rules and regulations set forth by Auburn Township (attached) and:

- Agrees to be responsible for all persons in the group or organization using the facility.
- Agrees to remove trash after event and leave hall in same (or better) condition than it was upon arrival.
- Assumes liability for any damage done to the facility.
- Assumes responsibility of any missing inventoried items at Town Hall.
- In case of cancellation, a refund will be made only if Town Hall is rented by another party for the same date. The event date may be changed to another available date.

For and in consideration of the permission to use the above described facility, I the undersigned, acquit, discharge and covenant to hold harmless, the Township of Auburn, its officers, employees, servants, and agents of and from any and all actions, causes of action, claims, demands, damages, costs, loss of services, expenses and compensation, on or account of, or in any way growing out of, any and all personal injury or property damage which may result to group/organization members as a result of participation in the aforementioned activity at the above described facility.

I have read and understand the above policies and regulations and agree to comply with same.

Signature of Person Responsible

Date

Auburn Township Representative

Date

EMERGENCY CONTACTS:

Nancy Dolezal, Administrative Assistant @ 440-669-9207

Trustee Eugene T. McCune Jr. @ 330-805-8854