AUBURN TOWNSHIP TOWN HALL

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

Drop Off or 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 (first 4 hours); $20 per hour each additional

Date / Hours Reserved:	HOURS:
Name	
Address	
Phone number	
Email	
Purpose	
Rental Fee:	Paid Date: Amount: Receipt #:
Number in Party:	Under 50
Key Pick-Up Date:	Weekday 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:
Christine Blaser, Administrative Assistant @ 440-669-9406
Michael Fenstermaker, Superintendent @ 440-413-6154

Revised: 06/08/2026

RULES / REGULATIONS

1. Rental cost for the Town Hall is $100.00 for 4 hours for Auburn Township residents and $200 for 4 hours for out-of-town residents. Additional hours are available for $20 per hour.

2. The air-conditioned facility has three 8' rectangle tables, seven 60" round tables, 50 chairs, 50 cup coffee maker, refrigerator, stove, and microwave.

3. Maximum occupancy is 50 people

4. NO ALCOHOLIC BEVERAGES ARE PERMITTED

5. The building is to be vacated by 10:00 PM

6. The heat control thermostat is to be turned to **65** Fahrenheit upon vacating the building.

7. The air conditioner thermostat is to be turned **OFF** upon vacating the building.

8. Interior lights are to be turned **OFF** upon vacating the building.

9. Renter is to sweep the floor, wipe counter tops, clean spills and leave the facility in the same (or better) condition than when rented.

10. All trash is to be removed upon vacating the building and a new bag put in the garbage container for the next renter. Bags and extra toilet paper can be found in the kitchen cabinets. You may drop your trash off at the Auburn Service Garage, 17666 Auburn Road (behind the Auburn Fire Station).

11. No grease-producing products shall be cooked in the kitchen area of the Town Hall.

12. No holes are to be made in the walls or ceiling to hang decorations or displays.

13. Tables must be covered and protected when used for eating and/or crafting.

14. Inventoried tables and chairs are not to be removed from the building.

15. Key must be deposited in the Administration Building drop off box after Town Hall use.

16. The Geauga County Sheriffs Department has authority to enter Town Hall at any time.

***Note:**

Please be aware there is **no telephone** installed at Auburn Township Town Hall. A personal cell phone would be needed to call 911 for an emergency.

Parking:

Parking must be confined to the Town Hall lot to the west fence line. (The parking area west of the fence line is private property) **The renter will be fined $50.00 and vehicle** may be subject to towing at the owner's expense if any vehicle is parked west of the fence.

Additional parking is available at the Administration Building.