

**PORTER TOWNSHIP
COMMUNITY CENTER**

408 Bulwer Street, Wheelersburg, Ohio 45694

2020 RENTAL APPLICATION/AGREEMENT

www.portertwp.com - 740-574-4245 -

Name/Organization: _____ Date of Application: ____/____/2020__

Address: _____ Phone _____

Purpose: _____ E-mail: _____

Reservation Date(s): ____/____/2020_ Time: 7am to 11am 12pm to 4pm 5pm to 9pm

Time In: _____ - Time Out: _____

Conference Room: yes / no Banquet Room: yes / no Shared Kitchen: yes / no
Fee: \$ _____ Fee: \$ _____ Caterer: yes / no TOTAL DUE: \$ _____

Rules, Regulations & Fees Scheduling for Community Center

- Rooms in the Community Center are available to rental by Porter Township residents or organizations for meetings, showers, receptions, family dinners, banquets and other approved events.
- Availability of rooms will not interfere in any way with Township business or emergencies.
- Porter Township Trustees have the right to waive the fee for use of the Conference Room, for clubs or organizations, for one four hour block of time/day, who have facilities geographically located within Porter Township, according to their determination of the public good and limit monthly use to two (2) reservations.
- All use of the Banquet Room will require payment of the rental fee.
- Either room may be rented in four hour periods: 7:00 a.m.- 11:00 a.m., 12:00 p.m. - 4:00 p.m. and/or 5:00 p.m. - 9:00 p.m. - seven days a week.
- Rental fee for either room (Conference Room or Banquet Room) is \$100 / per 4 hour period / per room.

GENERAL INFORMATION:

- All paid rental fees are non-refundable. Cash/Money Order or Check accepted.
- **Pick up key by 4pm at 1535 Dogwood Ridge one business day before reservation.(Mon-Fri 8am-4pm)**
- The kitchen is a shared area for both room reservations. Please use designated appliances.
- **Prohibited events:** bazaars, rummage sales, any activity involving sales, public dances,
- live bands, partisan political activity or campaign activity, gambling or fundraising, of any kind.
- **Prohibited activities:** smoking, alcoholic beverages, pets/animals, inflatables, open flames, firearms/weapons.

HOUSEKEEPING :

- _____ No TAPED/PINNED/STAPLED or NAILED decorations permitted on walls or ceilings.
- _____ Tables and chairs are to remain in their assigned room and returned to their original setup.
- _____ All rooms will be left in the same clean, orderly condition in which they were found.
- _____ All garbage must be removed to the dumpster located outside the (left) back doors of the building.
- _____ Personal property should only be in the building during the rental period.
- _____ **Key(s) must be returned by 4pm the next business day at 1535 Dogwood Ridge (after hours drop box by back door).**

Agreement

I _____ representing _____ do hereby agree to accept the keys to the Community Center for the purpose of a _____ on the Date ____/____/2020
Time _____. Keys must be returned to the Trustees' Office by **4:00pm the next business day**. I agree that I/We will accept full responsibility of personal
and property damages financially during use of said location. I understand that failure to comply with all said rules of this agreement will result in being prohibited
from future use of the facility. I also agree to indemnify and HOLD HARMLESS Porter Township and their agents and employees from all liability, claims, demands,
damages or cost for or arising out of the use of any facility of Porter Township whether it be caused by the negligence of indemnitor or Porter Township or either
party's agents or employees, or otherwise. **I understand and agree that the fee paid is non-refundable.**

Signature of Responsible Person Date

Witness Date

ASSIGNED KEY(S) #: _____

Returned Key(s) _____ Date _____