

PORTER TOWNSHIP COMMUNITY CENTER

408 Bulwer Street, Wheelersburg, Ohio 45694

2021 RENTAL APPLICATION/AGREEMENT

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

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

Address: _____ Phone _____

Purpose: baby shower Number of guests INVITED: 60 Email: ashleysutton@icloud.com

Reservation Date(s): ____/____/____ Time: 7am to 11am 12pm to 4pm 5pm to 9pm
Time in: _____ Time Out: _____

Banquet Room: yes/ no

Fee: _____ Caterer: yes/no TOTAL DUE: _____

Rules, Regulations & Fees Scheduling for Community Center

- Rooms in the Community Center are available for 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. - 7 days a week
- Rental fee for the Banquet Room is \$100 / per 4 hour period / per room.

GENERAL INFORMATION: (Please note additional COVID-19 restrictions.)

- 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)
- **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.
- SIX (6) FOOT SOCIAL DISTANCING MUST BE MAINTAINED, UNLESS IN DESIGNATED SEATS WHILE EATING.
- THE MAXIMUM CAPACITY FOR THE COMMUNITY CENTER IS 72 GUESTS INCLUDING SERVERS. THE BANQUET ROOM IS CLOSED AT THIS TIME.
- TABLES MUST NOT BE MOVED. EIGHT (8) GUEST LIMIT AT EACH TABLE.
- BANQUET FACILITIES SHALL REQUIRE GUEST TO BE SEATED WHILE ACTIVELY EATING AND DRINKING. FACIAL COVERINGS ARE TO BE WORN WHEN NOT SEATED.
- A RENTAL WILL NOT BE APPROVED FOR A GATHERING OF TEN OR MORE PEOPLE FOR ORGANIZATIONS THAT SERVE VULNERABLE INDIVIDUALS.
- ALL RESIDENTS ARE AWARE OF AND UNDERSTAND THE TRUSTEES' **"A STATEMENT REGARDING COVID-19 RISK"**

HOUSEKEEPING:

- _____ No **TAPED/PINNED/STAPLED or NAILED** decorations permitted on walls or ceilings.
- _____ Tables and chairs are to remain in their assigned room AND NOT MOVED.
- _____ **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.
- _____ Keys(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 ____/____/2021, from ____ to _____. 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.** I hereby assert that no more than 72 guests will attend during the rental period. Lessee shall indemnify and hold harmless Lessor, the Porter Township Board of Trustees, Porter Township, its elected officials, agents and employees from any and all losses, claims, damages, lawsuits, costs, judgments, expenses and any other liabilities which they may incur as a result of bodily injury, sickness, disease or death, or injury to or destruction of tangible property including the loss of use resulting therefrom, caused in whole or part by the negligent act or omission of the Lessee, any person directly or indirectly employed by any of them or any person for whose acts any of them may be liable. Lessee further agrees to defend Lessor, the Porter Township Board of Trustees, Porter Township, its elected officials, agents and employees from any and all losses, claims, damages, lawsuits, costs, judgments, expenses and any other liabilities which they may incur as a result of bodily injury, sickness, disease or death, or injury to or destruction of tangible property including the loss of use resulting therefrom, caused in whole or part by the negligent act or omission of the Lessee, any person directly or indirectly employed by any of them or any person for whose acts any of them may be liable.

Signature of Responsible Person Date ASSIGNED KEY(S) #: _____

ACCEPTANCE OF COMMUNITY CENTER RULES BY RESPONSIBLE PARTY *- The responsible party accepts responsibility for all guests to abide by all township rules and asserts that the above noted capacities and limitations will be adhered to by all guests at all times.

Witness Date Returned Key(s) _____ Date _____