



Community Room Rental Agreement Munson Township

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Office Use Only:
App. Cal.
Sprd. Sht.
Call

Event/Purpose: _____

Date(s) of Event: _____ Time: _____ # of People _____

Rental Fee: (Res \$125) (Non-Res \$250) Security Deposit: (\$50) Alcohol (\$250)

Request fee waiver Non-profit

PAYMENT: Amount \$ _____ Check # _____ Cash _____ Date Rec'd _____

The undersigned Lessee, _____, agrees to rent the Munson Township Community Room for the above purpose and at the time and for the fee indicated. Lessee agrees to pay the fee upon signature below and acknowledges that the same is nonrefundable unless cancellation is made more than seven (7) days prior to the event, and that this rental agreement is not effective until such fee, together with any other amount payable to Munson Township, is received by the Township. For those organizations that are groups of 20 or more that utilize the facility on a regular basis (one (1) time per month and at least eight (8) months out of the year), and for whom fees are waived, a yearly use/maintenance fee of \$100 will be due at the beginning of the year prior to first rental.

Security Deposit – In addition to the rental fee, Lessee agrees to pay a security deposit in the amount of \$50 if no alcohol is to be served. When alcohol is served, a security deposit of \$250 is required. Trustees may also require a special one-day liquor permit and/or insurance in the amount of \$500,000 in which the policy names Munson Township as an additional insured. In the event no damages are incurred to the premises or township, said deposit shall be refunded within 30 days. If there is damage incurred as a result of the event, Lessee shall be liable for any and all costs relating to the damage.

Additional Provisions

- (1) Lessee, Lessee's guests, patrons, customers or agents will at all times abide by the policies and regulations of the township regarding use of the premises. Receipt of a copy thereof is hereby acknowledged by Lessee.
- (2) Lessee agrees that if the building is for any reason not available or suitable for use or occupancy on the function date, due to the orders, policies, or requirements of any public body, authority or agency (other than Munson Township officials) exercising jurisdiction over the premises, then this agreement shall be null and void, and all amounts deposited shall be refunded to Lessee and neither party shall be entitled to maintain any action against the other.
- (3) Lessee shall be responsible for returning the key and cleanup.

Lessee's Name _____ Phone _____

Lessee's Address _____

By signing below, I acknowledge responsibility and absolve Munson Township and its Trustees of all liability relating to the subject of this Rental Agreement. I have read and will abide by the policies and regulations on the reverse side of this form.

Lessee's Signature _____ Date _____

Township Representative Signature _____ Date Approved _____

Room Occupancy - Per the Fire Code
Max 150 people with Tables & Chairs set-up
Max 314 people with only chairs set-up
No Tables shall be set-up in front of EXIT doors
(Door width x 10' inward)

Rental fee waived/reduced \$ _____ Security Deposit waived/reduced \$ _____

Munson Township Community Room Rental Policies & Regulations

Effective December 11, 2018

PLEASE READ CAREFULLY – These policies and regulations are part of your rental agreement

Rental Agreements are required by all parties using Munson Township facilities. All parties must schedule the date, time, type of activity, hours to be utilized, and number of people to participate in the event. Reservations for the Community Room can be made six (6) months in advance with the exception of weddings and/or receptions which may be made one (1) year in advance for planning purposes. For those organizations that provide services to the community on a regular basis the Trustees may approve twelve (12) months at a time. No rental agreement or date is effective until the signed agreement is returned and approved by the Trustees or their designated representative. Payment is due the week of the event when the applicant comes to pick up the key. All organizations except official Munson Township bodies are required to complete a rental agreement.

Private functions such as weddings and anniversary celebrations, birthdays, reunions, showers, graduations, etc. will be charged a rental fee. A security deposit will be required and is not included in the rental fee. To qualify as a resident, the bride or groom, husband or wife, or one of their parents, siblings or children must live in Munson Township. All other Lessees will pay the non-resident rate.

Rental fees and security deposits may be waived in part or in their entirety by the Trustees for certain organizations, including, but not limited to, the following: charitable, religious, scientific, literary, and other organizations exempt under Internal Revenue Code (“IRC”) Section 501(C)(3) and 501 (C)(4), schools, governmental organizations, youth organizations, homeowner’s associations operating under by-laws and including fifteen (15) or more homes, and senior citizens, etc. Township Trustees have sole discretion regarding waiver or reduction of any applicable fees.

A refundable security deposit may be required for certain functions. Only one meeting or event per month is allowed per organization unless otherwise authorized by the Trustees. No continual commitment will be made to an individual or organization. For organizations of twenty (20) people or more that utilize the facility on a regular basis (one (1) time per month and at least eight (8) months out of the year), and for whom fees are waived, a yearly nonrefundable use/maintenance fee of \$100 will be due at the beginning of the year prior to first rental.

It shall be the policy of the Munson Township Board of Trustees not to rent the community room for commercial purposes. The facilities are to be used for nonprofit functions, community organizations as determined by the Trustees (see above), and Munson Township residents.

The Lessee shall abide by all instructions and directives of township officials to include the following:

1. Lessee shall be responsible for cleanup. Any debris on the floor or refuse as a result of the event should be disposed of. The restrooms should also be checked. A dumpster is located on the premises. Re-line trash cans. Recycling of bottles and cans is encouraged. A broom, dustpan and basic cleaning supplies are available for your use. If the room is not left clean, your deposit, in whole or in part, may not be refunded.
2. Park in designated areas only.
3. Use of the kitchen and/or appliances is included in the rental fee. Munson Township does not provide dishes or utensils.
4. Functions are to conclude by 12:00am (midnight).

Please leave the facility neat and clean so others may enjoy it as well. Thank you.