



Meeting Room Rental Agreement Munson Township

12210 Auburn Road, Chardon, OH 44024-9454
Phone 440.286.9255 ❖ Fax 440.286.1180

Meeting Room Conference Room

Event/Purpose: _____

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

Meeting: (Res \$25) (Non-Res \$50) Security Deposit: (\$50)

Request fee waiver/reduction Non-profit

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

The undersigned Lessee, _____, agrees to rent the Munson Township Meeting or Caucus room for the above purpose and at the time and 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 meeting, 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.

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. 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 _____

Lessee's Address _____

Lessee's Email _____

Lessee's Phone Numbers: Daytime _____ Evening _____

I acknowledge responsibility and absolve Munson Township and its Trustees of all liability relating to the subject of this Rental Agreement.

Lessee's Signature _____ Date _____

Township Representative Signature _____ Date Approved _____

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

Munson Township
Meeting/Conference Room Rental Policies & Regulations
Effective April 28, 2015

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. No rental agreement or date is effective until the signed agreement is returned and approved by the Trustees. 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. Those organizations that meet on a regular basis may reserve the room for three months at a time on one rental agreement. To qualify as a resident, the Lessee shall either reside in the Township, or one of their parents, siblings or children must live in the Township.

Rental fees and security deposits may be waived in part or in their entirety by the Trustees for organizations. Organizations may include, but are not limited to, the following: educational institutions, not-for-profit organizations, youth organizations, homeowner's associations operating under by-laws and including 15 or more homes, senior citizens, etc. Township Trustees have full discretion regarding waiver of any applicable fees. A refundable security deposit may be required for certain functions.

It shall be the policy of the Munson Township Board of Trustees not to rent the meeting room(s) 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. A dumpster is located on the premises. Re-line trash cans. Recycling of bottles and cans is encouraged.
2. Park in designated areas only.
3. Functions are to conclude by 12:00am (midnight).

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