

Green Township Community Building

Rules & Regulations

Please Read Thoroughly

Rental Fees

Any continuous 6 hour period *for TWP Residents*

Between 9:00 a.m. & 10:00 p.m. - \$150.00

Plus security deposit 75.00

Additional hours, per hour charge 15.00

Any continuous 6 hour period *for Non-Residents*

Between 9:00 a.m. & 10:00 p.m. - \$250.00

Plus security deposit 125.00

Additional hours, per hour charge 25.00

Building features

Heated & air-conditioned

Kitchen with electric stove and holding cabinet for heating and warming only, ***no cooking or frying in kitchen.***

Refrigerator/freezer

Handicap accessible restrooms

No dishes or utensils available

No telephone

Trash must be placed in dumpster before you leave, including restroom wastebaskets

Vacuum in coatroom

Working fireplace

Limited to 104 people per fire code

Prohibited.

No alcoholic beverages.

No smoking.

No deadly weapons.

No nails, tacks or adhesives are to be used. Attaching anything to the walls, ceiling, light fixtures, floors, etc is prohibited.

The indoor use of anything that produces smoke (i.e. Smoke machine, fogger, incense, etc) is prohibited.

No gambling.

No retail sales, ticket sales, or admittance charges are permitted.

No children parties/birthday parties.

Children and teens are to be accompanied by adult chaperones or sponsors at all times.

No profane language.

No disorderly conduct.

No pets permitted.

Parking allowed in marked areas only

No open flames

Candles are allowed on tables for food service. They must be securely supported on noncombustible materials.

No confetti, rice or snow flakes to be thrown in the building or on premises. Bubbles may be used outdoors.

Making reservations

Call Laurie Strabala at (330) 533-3472

You may arrange for an appointment to view the building prior to renting. *No tentative dates are accepted.*

Rental fee, security deposit and completed application must be received before a reservation can be made.

Cancellations must be received in writing 7 days prior to the event. Late cancellation will result in forfeiture of your rental fee deposit.

The building will be unlocked prior to your event. You are responsible for locking the building after your event.

The building will be inspected after each rental to indicate that no damage exists, as well as to ensure the building has been clean and all furniture has been returned to its proper location. ***Building must be left as it was found.***

Your security deposit is refunded to you after the Township has received the inspection report.

If the building is not clean or is damaged, your security deposit will not be returned. If your deposit is not sufficient to cover the expenses, the person or group who made the reservation will be held responsible for additional payment.

Conditions for Rental

Renters must be 21 years of age to rent the building per the rules & regulations of the Green Township Trustees.

At the Request of the Green Township Trustees, you may be required to pay a security officer or officers to be present during your rental.

Reservations shall be made not more than one year in advance. Reservations are accepted on a first come, first serve basis. RESERVATIONS ARE NOT TRANSFERABLE.

WARNING: THE VIOLATION OF THE ABOVE OR ANY OF THE RULES AND REGULATIONS OF THE GREEN TOWNSHIP TRUSTEES WILL RESULT IN CRIMINAL CHARGES. ALL APPLICANTS ARE ASKED TO READ THESE RULES AND ADHERE TO ALL REGULATIONS.

Green Township Community/Administration Building

12184 Lisbon Road
Greenford, Ohio 44422
330 533-4841 * Fax 330 533-4842

WAIVER AND RELEASE

I have read and understand the Rules and Regulations of the Green Township Trustees on the use of the Green Township Community Building and agree to comply with the said Rules and Regulations.

For and in consideration of the permission to use the property owned by Green Township, Mahoning County, Ohio, I, the undersigned, agree to release, acquit, discharge and covenant to hold harmless Green Township, it's Board of Trustees, 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 illness or injury or property damage which may result to any group or organization member as result of the participation in any activity at the property owned by Green Township.

Organization Name (if applicable): _____

Printed Name of Renter: _____

Signature and Date Signed: _____

Please fill in above information and return Waiver with the Application and a Check with the total of the deposit and rental fee.

Office Use Only:

Date Rented: _____

Fee: _____ Deposit: _____ Refund: _____

Signature of Township Representative: _____

Green Township Community/Administration Building

12184 Lisbon Road
Greenford, Ohio 44422
330 533-4841 * Fax 330 533-4842

Make check payable to *Green Township*

Mail to: Green Township
Attn: Laurie
PO Box 72
Greenford, Ohio 44422

Name of Renter/Organization _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____

Date of Event (including Month and Year) _____

Type of Event _____

Requested Time: _____

Any continuous 6 hour period *for TWP Residents* Between 9:00 a.m. & 10:00 p.m. - \$150.00 + \$75 deposit.

Additional hours, per hour charge \$15.00

Any continuous 6 hour period *for Non-Residents* Between 9:00 a.m. & 10:00 p.m. - \$250.00 + 125.00 deposit.

Additional hours, per hour charge \$25.00

Please keep the copy of the Rules and Regulations.

All fees must be paid to Green Township ***before*** your reservation will be confirmed. Cancellation and return of fees is permitted with **written notification received 7 days prior to the event.** Late cancellations will result in forfeiture of your rental fee.

As Renter, you agree to be personally responsible for the cost of repairs and/or cleaning necessitated by significant damage to the Community Building as determined by the Green Township Board of Trustees. By your signature you acknowledge that you have received a copy of the Rules and Regulations and will adhere to them. You will also be obligated to pay any increase in deposit or rental fees if deemed necessary.

Property damage caused by decorations, food, or insufficient cleaning of the premises may result in the forfeiture of the security deposit and an additional charge for extra cleaning services.

Signature of Applicant

Date

Amount of Payment

Check Number or Cash Amount