

Norwood Township Hall Rental Policy

I. General Hall Policies

- A. The Hall has a large meeting room and a basic kitchen for use by Residents and Resident Civic Groups. The Hall may be rented by Residents and Resident Civic Groups for a flat rate of \$50/per day Administrative Fee. The hall may not be used for private commercial or business purposes.
- B. Meetings may be scheduled no more than one year in advance. The Township must have no less than Two weeks' notice prior to renting. Rental can be only between the hours of 8am-9pm unless approved by the Township Supervisor.
- C. Residents requesting meeting will send an email to the Supervisor or Clerk requesting time/date of event. The Township may limit the number of reservations by any organization so that all groups may have a fair opportunity to use the meeting rooms.
- D. Residents using the Hall are responsible for maintaining order and are liable for any damage to Hall property. A deposit check of \$250 will be collected prior to rental.
- F. Open flames and incense are prohibited throughout the Hall, with the exception of caterers sterno or other food warming methods.
- G. Alcoholic beverages are prohibited in the Hall or on Hall grounds. Smoking is prohibited in the Hall or on Hall grounds.
- H. Parents must supervise juvenile groups, with a ratio of no less than one parent per 10 children.
- I. There is a white-board available for display during meetings. No other surfaces may be used to affix materials. Any such material must be removed at the close of the event. Tacking or writing on inappropriate surfaces is deemed a violation of this policy.
- J. Room set-ups are to be done by the Resident. Any and all rooms must be returned to their original configuration at the conclusion of each meeting. All trash must be removed by the using group and clean up must be completed within the scheduled time period.
- K. Allowing the use of meeting rooms does not connote sponsorship of the event or the organization by Norwood Township, nor does it connote an endorsement of any group's policies or beliefs. Neither the name nor the address of the Township Hall may be used as the official address or headquarters of any organization. Publication of misleading notices and advertisements will be considered a violation of these rules.
- L. In the event of inclement weather, utility outage, or other emergency, the Supervisor or Clerk may cancel scheduled meetings. If cancellation becomes necessary, the Township need only notify the person who made the application. In the event of such a cancellation, the Township shall have no liability for any loss or expense if the applicant chooses not to reschedule.
- M. The Board of Trustees reserves final authority to approve or deny applications for use of the meeting rooms.
- N. The hall has a capacity of 75 people. Number of participants above this capacity is a violation of this policy.
- O. Snow plowing is the responsibility of resident holding event.

II. Charges and Time of Use

A. Checks shall be made payable to the Norwood Township.

B. If the Hall is not cleaned to the satisfaction of Hall staff or if there is damage, the deposit will be forfeited.

Resident Name:

Address:

Phone:

Email:

Secondary Contact:

Purpose of Event:

Date/Time:

of People.

WAIVER AND INDEMNIFICATION AGREEMENT

In consideration of being permitted to use the Township Hall, I(we) hereby waive, release, indemnify and hold harmless Norwood Township, its officers, employees, volunteers, successors, and assigns from any claim for death, personal injury or property damage which may arise as a result of the use of the Township Hall. I(we) understand that Norwood Township and the other parties being released are relying on this Waiver and Indemnification, and I(we) voluntarily make this Waiver of Liability and Indemnification.

TOWNSHIP HALL RENTAL AGREEMENT

I (We) have read the above Township Hall Rental Policy carefully. I(We) fully understand all the terms of the Township Hall Rental Policy. In consideration of being permitted to use the Township Hall, I(We) as lessees of the Township Hall shall fully abide by the terms and conditions set forth in the Township Hall Rental Policy.

Signature _____ Date _____ -

INTERNAL USE

Post event inspection by: