



Meeting Room Policy

The primary purpose of the Norwich Township meeting rooms is to provide space for activities of Norwich Township and the City of Hilliard. The needs of the Township and City will take precedence over the use of rooms by private groups and/or individuals.

Community groups, sponsors of educational and cultural events, and Norwich Township/Hilliard residents are permitted to use the meeting rooms subject to availability and adherence to the following guidelines:

1. Reservations for use of the meeting rooms may be made up to 6 months in advance. All applications must be approved by the Board of Trustees or their designee.
 - a. Applications are available at the Township Administration reception desk or online at [www.norwichtownship.org/documents/MeetingRoomApplication\(1\).pdf](http://www.norwichtownship.org/documents/MeetingRoomApplication(1).pdf).
 - b. Completed applications must be submitted to the Township Administration office during office hours, Monday to Friday, 8:00 AM – 4:30 PM.
 - c. Once an application has been approved, a confirmation will be returned to the group representative via email.
2. Rooms are available only to residents residing within the boundaries of Norwich Township including those in the City of Hilliard. Proof of residency is required.
3. Applicants must be 18 years of age or older to complete the application form. Youths under the age of 18, and residing within the boundaries, will be allowed to use the meeting rooms with adequate supervision.
4. Meeting rooms may be used for civic groups and non-profit organizations, with a resident completing the application form. Rooms may NOT be used for commercial enterprises, for-profit activities, worship services, or wedding receptions.
5. Rooms are available for use from 8:00 AM to 9:00 PM. If the meeting room at the Safety Services Building is being used outside normal business hours (Monday to Friday, 8:00 AM – 4:30 PM), a representative of the group must notify Hilliard Police personnel at the Records window of their presence in the building. Meetings at Fire Station 83 must notify Fire Department personnel of their presence in the building. All persons attending an event or activity must leave the premises by 9:00 PM.

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6. When food and/or beverages are served and consumed in the meeting rooms, a deposit is required. **Room rental fees are required for all private parties. (See Cost Guidelines.)** Payments must be made at the Norwich Township Administrative Offices, Monday to Friday, 8:00 AM – 4:30 PM.
7. Groups or the applicant are responsible for clean-up and restoring the room to its original condition. A vacuum cleaner and cleaning supplies are provided. Trash must be taken to the dumpster, located in the southeast corner of the SSB and Fire Station 83 parking lots.
8. Groups or the applicant are responsible for arranging chairs and tables to meet their needs. Chairs and tables must be returned to their original position upon conclusion of the event.
9. No decorations will be affixed to walls, ceilings, or floors. All decorations will be removed upon conclusion of the event.
10. Prohibited equipment or activities include: Aerobics or cardio classes; dancing; cheerleading; organized exercise or movement of any kind; equipment, such as bounce houses or inflatables; DJ's, and/or loud music (background music is acceptable).
11. Smoking is prohibited on the premises.
12. Alcoholic beverages or intoxicated persons are prohibited on the premises.
13. Firearms or other dangerous weapons are prohibited on the premises.
14. Animals or pets are prohibited in the building, except for licensed companions such as Seeing-Eye dogs or Police K-9s.
15. Township/City-owned audio-visual equipment may be available for use upon request.
16. Norwich Township reserves the right to deny or revoke the use of meeting rooms at any time for just cause at their sole discretion.
17. Norwich Township does not assume any liability for groups or individuals attending any activity in the meeting rooms.

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Cost Guidelines for Private Parties

Damage Deposit

1. A cleaning/damage deposit* of **\$200 (check or money order)**, *made payable to Norwich Township*, will be required for persons reserving the room for events where food and/or beverages will be served. The deposit will be shredded following the successful cleanup of the rooms, unless return is requested. If the room is not cleaned sufficiently or there is damage to Township/City property, some or all of the deposit will be used to compensate the Township/City for the expense in returning the room to its original condition. If the cost exceeds \$200, the applicant will be expected to reimburse Norwich Township for the additional amount.

Safety Services Building

\$25 per section/room for up to the first 3 hours.* After 3 hours, an additional \$25 per section/room rental charge per hour is added. A \$200 Damage Deposit is required.** *Note: Rooms are available 30 minutes prior to and 30 minutes after selected timeframe for setup and cleanup at no additional fee.*

Hours	1 Section	2 Sections	3 Sections
1-3	\$25	\$50	\$75
4	\$50	\$100	\$150
5	\$75	\$150	\$225
6	\$100	\$200	\$300
7	\$125	\$250	\$375
8	\$150	\$300	\$450

Fire Station 83

\$25 per 3 hour timeframe.* After 3 Hours, an additional \$25 per hour rental charge is added. A \$200 Damage Deposit is required.** *Note: Rooms are available 30 minutes prior to and 30 minutes after selected timeframe for setup and cleanup at no additional fee.*

Hours	Fee	Hours	Fee
1-3	\$25	6	\$100
4	\$50	7	\$125
5	\$75	8	\$150

*Form of payment must be by credit card, check, or money order, *made payable to Norwich Township*. Rental Fee is separate from the Damage Deposit payment. **Note: If paying by Credit Card, a non-refundable \$.50 fee will be applied.**

*\$200.00 Damage Deposit is refundable after an event, provided the room is returned to acceptable condition and standard set-up. Form of payment must be by credit card, check, or money order, *made payable to Norwich Township*. **Note: If paying by Credit Card, a non-refundable \$.50 fee will be applied.** Deposit check will be shredded following the successful cleanup of rooms unless return is requested.

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