

# **Bowling Green Township Community Building Reservation Application**

(Facility Rules updated and Adopted by Board of Trustees on 10/27/09) Effective date January 1, 2010

It is understood that the group or organization using the above designated facility will comply with the laws of the State of Ohio, the Township of Bowling Green and all rules and regulations set forth by Bowling Green Township. Bowling Green Township reserves the right to deny use of township facilities to groups who fail to comply with the rules and regulations set fourth.

1. Will be responsible for all persons in the group or organization using the facility.
2. Assumes liability for any damage done to the facility.
3. Will park **ONLY** in designated areas.
4. Will observe all rules posted.
5. There shall be **NO ALCOHOLIC BEVERAGES**.
6. Will observe Community Center room capacity: \_\_\_\_\_(to add when known from Fire Prevention officer)
7. Will remove all trash from the premises. Sweep floor and mop up any spills. Make sure all countertops and appliances are cleaned.
8. Will replace chairs and tables to the condition found upon setup.
9. **Agrees to follow rental charges:**  
(additional donations are always accepted for the betterment of the Community Center and Community Park)

### **Residents**

Deposit - \$25.00\*  
Plus \$25.00 rental fee

### **Non-Residents**

Deposit - \$25.00\*  
Plus \$65.00 rental fee

### **For-Profit Businesses**

Deposit - \$25.00\*  
Plus \$125.00 rental fee

\*Deposit refunds will depend on condition of building when inspected by the Twp. Representative. If building is clean and not damaged in any way, money will be refunded no later than the next scheduled township trustee meeting. If building is not in equal condition to as the time it was rented then no deposit will be refunded. Cancellations must be made two weeks in advance or no deposit will be refunded.

10. The Community Center Building will not be available to rent the day before or the day of all election day events. **NO SMOKING** allowed in the Community Center Building.
11. **Official Township/Community events ALWAYS supersede an individual's request to reserve the facility.** This includes Township Trustee Meetings, Township Zoning Meetings, Township Zoning Board of Appeals Meetings, special Commission Meetings, special County Meetings, Town Meetings, official Community Park days, Community fund-raisers, Community Dances, AA meetings, Litter Prevention Meetings, Community Yard Sales, Township Holiday events, or any other official Township related business. Local resident funeral and/or church activities will be waived after approval of an active Park Committee Member. Township employees, trustees, fiscal officer, Zoning Commission members, Zoning Appeals members, and Park Committee members are exempt from rental fees upon request (limited to twice a calendar year).
12. Police Department and/or Sheriff's Office and Elected Township Officials have authority to enter Community Center at any time to check for violations.
13. Building is to be vacated no later than midnight and there will be no overnight stays.
14. Key to the Community Building must be returned promptly at the end of the event or full deposit will not be refunded.
15. **Copy of this agreement form will be posted in the Bowling Green Township Community Building. (copies can also be downloaded on-line at: [www.bowlinggreentwp.org](http://www.bowlinggreentwp.org) )**

Contact Date: \_\_\_\_\_

Name of Group or Organization (if applicable): \_\_\_\_\_

Person Responsible: \_\_\_\_\_ Resident: \_\_\_\_\_ Yes  
\_\_\_\_\_ No

Address of responsible person: \_\_\_\_\_

Phone number of responsible person: \_\_\_\_\_ Email: \_\_\_\_\_

Purpose: \_\_\_\_\_ Number in Party: \_\_\_\_\_

Date of Reservation request: \_\_\_\_\_ Hours Reserved: \_\_\_\_\_ to \_\_\_\_\_

(to be completed by Park Commission Member)

If fees waived give explanation: \_\_\_\_\_

Waived fees approved by: \_\_\_\_\_

(signature of Park Committee Member)

Deposit amount: \_\_\_\_\_ (check # \_\_\_\_\_ / cash) Date deposit received: \_\_\_\_\_

Rental amount: \_\_\_\_\_ (check # \_\_\_\_\_ / cash) Date rental fee received: \_\_\_\_\_

Donation (if applicable): \_\_\_\_\_ (check # \_\_\_\_\_ / cash)

Date deposit returned: \_\_\_\_\_ (original check / cash / township check  
# \_\_\_\_\_)

If deposit not returned give explanation: \_\_\_\_\_

(To be completed by Fiscal Officer)

Date received: \_\_\_\_\_ Amount: \_\_\_\_\_ (check / cash)

Signature of Fiscal Officer: \_\_\_\_\_

Additional comments (if any): \_\_\_\_\_

