



Randolph Township Hall Rental Contract

3636 Waterloo Rd. Box 184 Randolph, Ohio 44265

(330) 325-7338 Fax (330) 325-3101

Town Hall, Community Center and Senior Center, 1639 SR 44

1. Name of Group/ Applicant _____ Non-profit? Yes No
2. Home Phone (____) _____ Work Phone (____) _____
3. Address _____
4. Designated Person in Charge _____
5. Home Phone (____) _____ Work Phone (____) _____
6. Facility Requested Town Hall Community Center Senior Center
7. Date(s) of Use _____ Hours _____ to _____
8. Day of the Week Mon Tues Wed Thurs Fri Sat Sun
9. Type of Activity _____ Estimated Attendance _____
10. Name or title of Activity _____

Randolph Township Hall Rental Rules

All rentals are to be made through the Township Zoning Administrator at 325-7338 or his representative. Prices are set by The Randolph Township Trustees.

In order to keep the Randolph Town Hall, Community and Senior Centers clean and available for others, please observe the following:

1. NO alcoholic beverages allowed in any Randolph Township owned/operated building.
2. NO smoking in any Randolph Township owned/operated building. Please use containers located on the outside of the buildings for butts and smoke outside only.
3. NO Firearms in any Randolph Township owned/operated building.
4. Renter is liable for any destruction of township property while building is under contract for rental which includes tables, chairs, appliances, restrooms, etc.
5. Trash bags are provided in cabinet opposite the sink. Please place trash in the appropriate barrels for removal. Please take the trash to the dumpster located at the North of the Community Center.
6. Wipe off all tables, chairs, kitchen counters, appliances and sweep crumbs, etc., from all floors.

(See Other Side)

7. Put chairs and tables back into the same configuration as they were when you arrived.
8. Do NOT leave food, condiments, ice, drinks, etc., in the refrigerator or freezer, either take it home or put it in the trash for removal.
9. Do NOT tape any decorations, pictures, etc., to the walls, paneling or ceilings. NO decorations on the fans. If you do decorate, please remove it completely before leaving.
10. Lock all doors, close all windows and return blinds/draperies to original configuration, turn off all fans and lights.
11. Before leaving the building, please check restrooms to make sure all toilets and urinals are flushed and lights out. If there is a problem with toilets or, lights, etc., please call (330) 325-7338 or leave a message so the problem can be addressed immediately.
12. Thank you.

NOTE:

Broom and dust pan are in kitchen closet. The mop bucket and mop are in the coat area as well as the vacuum sweeper and carpet scrubber. (Please feel free to use them in emergency for spills, etc.)

***The applicant and organization are personally liable for all duties of the applicant outlined herein:**

The applicant agrees to be fully liable for any and all damage caused to the Randolph Township Hall used by the applicant or any property located therein by the applicant, any of its officers, agents, or employees, or anyone permitted, authorized, or allowed by the applicant to be at the said Randolph Township Hall pursuant to this reservation. At the Trustees' discretion, any such damage may be remedied by the Township, and the applicant agrees to be fully liable for any costs incurred by the Township in repairing such damage and any fees, costs, and expenses incurred by the Township in recovering its costs and expenses, including its attorney fees and court costs.

The undersigned applicant and organization personally agree, as a further consideration and inducement for the consummation of this agreement, to protect and save harmless the Township of Randolph and the Randolph Township Board of Trustees from all actions, claims and demands whatsoever, that may now or hereafter exist, on account of any injuries, property damage or any other claims whatsoever and to reimburse and make good to Randolph Township and Randolph Township Board of Trustees, any loss and expense said Township or Board may be required to pay as a result of any action, claim or demand on account of injuries, property damage or any other claim whatsoever arising from the use of the Randolph Township Halls by the undersigned individual, organization, or other individuals, partnerships or corporations hired or employed by said applicant for the activity and use described above or permitted by the undersigned individual or organization to be at the Randolph Township Hall during the term of this reservation.

Print Name _____ Signature of Applicant _____

Date _____ Phone _____