

LIVERPOOL TOWNSHIP

APPLICATION FOR USE OF FACILITIES

Name of Organization: _____

Contact Person: _____

Organization Address: _____ Phone Number: _____

Facility Requested: _____

Date(s) Facility Requested: _____

Time Requested: Start _____ am pm End _____ am pm
(circle one) (circle one)

Description of Activity: _____

Any Special Custodial Needs? Yes No (circle one)

Explain _____

I have read the policies and fee schedule on the regulations for use and hereby obligate myself, as a designated representative of the above named organization, to all conditions set forth thereon. Signature of person accepting responsibility agrees to indemnify and HOLD HARMLESS Liverpool Township and their agents and employees from all liability, claims, demands, damages, or costs, for or arising out of use of Township facilities whether it be caused by the negligence of indemnitor or Liverpool Township or either party's agents or employees, or otherwise.

Facility deposit is due upon submission of the application for use of Township facilities.

Date

Signature of designated representative

- FOR OFFICE USE ONLY-

- DO NOT WRITE BELOW THIS LINE -

Date Approved: _____

Approved by: _____

Applicant Copy

Office Copy

Maintenance Dept. Copy

Sheriff Copy

RULES FOR USE OF LIVERPOOL TOWNSHIP FACILITIES

Return Completed Form & Check To:

Theresa Scherry
Liverpool Community Center
6801 School Street
Valley City, Ohio 44280

- Requests to reserve Township buildings must be submitted in writing to Trustees at least thirty (30) days prior to event for approval.
- Rental fee must be paid with reservation request. Any group using the Township facilities is responsible for **removing from the building all refuse** generated.
- Security may be required at the discretion of the Township Trustees.
- The group must stay in the area of the building reserved. For safety reasons proper supervision of the group must be maintained at all times.
- All trash should be collected and properly disposed of.
- No smoking or alcohol on Township properties.
- No animals are allowed in Township buildings with the exception of service animals.
- Please do not park in areas marked as "No Parking" zones.
- Per fire code, do not place tables and/or chairs in any of the hallways or block any of the exits as this creates an unsafe situation in the event of an emergency.
- Limit all food and drinks to the banquet room or lobby area.
- Please clean up after your group. Keep it nice for all to enjoy!