

Trustees & Clerk
(513) 722-3400

Zoning
(513) 722-3400

Service Department
(513) 722-4600



Police
(513) 722-3200

Fire & E.M.S.
(513) 722-3473
or
(513) 722-3500

Rental Agreement for use of Former Township Hall

Name group/ Organization: _____

Address: _____ Phone: _____

Name(s) of Person(s) in charge: _____

Activity: _____

Date(s) of activity: _____ Hours reserved: _____ to _____

Goshen Township requires that the group or organization using the above designated facility will comply with the laws of the State of Ohio, the Township of Goshen and all rules set forth by Goshen Township Board of Trustees as stated below:

1. Use of any area in or around the former Township Hall and/or any equipment owned by the Township must be approved by the Board of Trustees. Key will be issued only after approval.
2. The person renting the former Township Hall must be at least (21) years of age.
3. All approved use must be scheduled with the Township Administration Office prior to scheduled activity.
4. Residents of Goshen Township may reserve the former Township Hall up to (4) four months in advance. Non-residents may reserve the former Township Hall up to (2) two months in advance. An individual/organization may rent the former Township Hall (4) times per month.
5. All who use the Township facilities are to make sure that the property is well cared for and that it is in as good condition or better condition at the end of your activity.
6. The person who is to be responsible for your activity and your guests must be registered with Township before any individual or group may use the facility. This includes any outside areas, parking and/or any equipment to be used.
7. The person who is responsible for the use of the facility must be present and available before, during and after your scheduled activity. This person will be held financially accountable for the facility and its contents and equipment. The designated accountable person will pay for any and all damage.
8. The person who is responsible must make sure that the facility and/or its contents and equipment are returned to the way that it was found when your group arrives (i.e. tables and chairs back the way they were etc.) It is also your responsibility to make sure that the facility is cleaned before your activity is over. (i.e. bathrooms, trash removed, kitchen area cleaned, floors swept and/or vacuumed.)

9. Your group must provide its own supplies (i.e. food, beverages, paper ware, trash bags, table covers, sound systems etc.). Your responsible person will be accountable for removal of any Township supplies.
10. There is absolutely no gambling, smoking, alcoholic beverages or illegal drugs permitted on Township Property. Please remember, you are responsible for your guests.
11. The use of candles, other than those contained in glass and floating on water, is prohibited. The use of fog or smoke machines of any kind is strictly prohibited.
12. Groups are to stay within activity designated areas. Do not wander around in other areas.
13. The designated responsible person is accountable for any and all calls made on the Township phones.
14. Legally chartered non-profit groups may reserve the former Township Hall up to twelve times per calendar year. The Goshen Township Board of Trustees must approve all non-profit groups who want to use Township Facilities. The only fee required for approved non-profit organizations will be a \$50.00 deposit. The deposit will be refunded after the next scheduled Trustees meeting, providing that there has been no breach of the rules and regulations of this rental contract.
15. The former Township Hall maximum occupancy is 100 people.
16. The rental fee for residents of Goshen Township will be \$75.00, plus a refundable \$50.00 deposit. The rental fee for non-residents will be \$100.00, plus a refundable \$50.00 deposit. If the facility meets approval, the \$50.00 deposit will be refunded after the next scheduled Township Trustees Meeting. The deposit will be forfeited under the following circumstances: failure to turn off heating and/or air conditioning service; failure to clean the facility; damages to the facility or furnishings; failure to return tables and chairs to their original positions; any other act of negligence; breach of the rules and regulations of this rental contract.
17. The Police Department and/or representatives of Goshen Township have the authority to enter the Township facilities at any time to check for violations.

AFFIDAVIT

I hereby request use of the facilities of Goshen Township, based on the preceding information. I certify that I am an authorized representative of the organization requesting the permit with authority to enter into agreements and that any misstatements shall be grounds to refuse or revoke the permit.

On behalf of my group or organization, I agree that the Goshen Township Trustees can not assume any responsibility for accidents or unfortunate incidents and that our group will abide by all rules and regulations stipulated above. We will assume responsibility for any loss or damage to township property and that (I) (We) will pay for any expenses assessed by the Goshen Township Trustees.

Name of Organization

Name of Responsible Person

Township Representative

Date Approved