

BOARD OF TRUSTEES

Greg Cumston
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MILAN TOWNSHIP

www.milantwp.org

MILAN TOWNSHIP

1518 State Route 113 E
Milan, Ohio 44846
419-499-2354

ZONING INSPECTOR

Patrick Landoll

MILAN TOWNSHIP HALL USER AGREEMENT

With the intent of preserving the historical value of the Township Hall while making it available for township residents to use, and at the discretion of the Board of Trustees, the Township Hall may be used by Milan Township (including Village) residents for non-profit public community events at no charge, by reservation with the Milan Township Administrative office.

In addition, the Community Room and Ballroom may be used for private events by Milan Township (including Village) residents with a reservation and refundable security deposit. The Township Hall address is 24 Park Street, Milan, Ohio, 44846.

The Community Room can be reserved with a \$50 refundable deposit and no rental fee.

The Ballroom can be reserved with a \$200 refundable security deposit plus a \$200 rental fee. Each additional consecutive day adds \$100 to the rental fee.

- Reservation form must be completed, and for private events security deposit received, to hold the date(s) up to one (1) year in advance.
- Rental fee (if applicable) must be paid prior to receiving the key fob.
- Deposit is refunded when the key fob is returned within one week of event and the room, building, and property is confirmed to be clean and undamaged, with trash removed.
- Deposit is forfeited if key fob is not returned within one week of event, room is left dirty, damage is evident, or trash is not removed.

Rental Rules: Decorating is permitted provided that no permanent changes are made to the structure of the building. No nails or screws in the woodwork, no painting, etc. If there is any doubt about what you intend to do, please ask. The use of smoke or fog machines is strictly prohibited.

The rooms, halls, stairway, restrooms, and outside stairway and grounds must be cleaned and free of debris by noon of the day following the scheduled event. All floors should be swept and mopped as needed. All trash **MUST BE REMOVED FROM THE PREMISES**. Please take trash home for disposal. If your guests become sick at your activity, you are responsible to clean up after them. If Township employees need to clean up after you, the deposit is forfeited.

When using the elevator to move items other than people, (i.e. tables, chairs, sound equipment, etc.) the elevator pads must be applied to the interior of the elevator. Instructions as to where the pads are stored and how to get access will be provided when the event key fob is picked up.

Capacity: The Ballroom capacity is limited to 300 people for conference-style seating and 150 for events-style seating, such as weddings. The Community Room is available for smaller groups (up to 50 people).

Tables & Chairs: There are 25 (5ft) plastic circular tables, 6 (8ft) rectangular tables, and 200 plastic white padded chairs available when renting the Township Hall, at no additional charge. You are responsible for set-up and take-down of tables and chairs.

Alcohol: No alcohol is permitted in Township buildings except as approved in advance by the Milan Township Trustees for reasonable use.

HOLD HARMLESS: Users of the Township Hall shall indemnify and save Milan Township harmless from and against any and all liabilities, claims and costs (including reasonable attorney's fees, penalties and fines) for death, injury, or damages to persons or property while using the Township Hall, arising from (a) any default by the User in the performance of its obligations under this Agreement, or (b) the negligence, or intentional acts or omissions of User in or about the Property.

Emergency Contact: Maintenance Supervisor 567-401-6014 (office) or 567-541-0859 (mobile)

MILAN TOWNSHIP HALL RENTAL FORM

Please complete this page and return it with the deposit payment in person, via email, or regular mail using the information below. For Ballroom rental, please provide one check for refundable deposit (\$50 or \$200) and one check for reservation fee (\$200+).

This form and any applicable deposits must be submitted to reserve your date.

Milan Township Trustees
1518 State Route 113 E
Milan, OH 44846
admin@milantwp.org

NAME & ORGANIZATION (If applicable): _____

PHONE: _____ EMAIL ADDRESS: _____

ADDRESS: _____

TYPE OF EVENT: _____ DATE(S) OF EVENT: _____

SELECT ROOM(S): BALLROOM _____ COMMUNITY ROOM _____

SIGNATURE _____ DATE SIGNED _____

OFFICE USE ONLY

Deposit Date Received _____ Amount _____ Check No. _____ Date Returned _____

Key fob No. _____ Key fob Recipient _____ Date _____

Rental Fee Date Received _____ Amount _____ Check No. _____ Date fob Returned _____

Dates Calendared Book _____ Online _____