

**APPLICATION FOR USE OF THE CHESTER TOWN HALL MEETING ROOM
CHESTER TOWNSHIP CLERK'S OFFICE
CHESTERLAND, OHIO**

NAME OF ORGANIZATION: _____
ADDRESS: _____ SUITE NUMBER: _____
CITY: _____ STATE: _____
TELEPHONE NUMBER: _____
NAME OF PERSON(S) IN AUTHORITY: _____
PURPOSE OF USE: _____
ESTIMATED NUMBER OF PERSONS TO ATTEND (LIMIT 50): _____
DATE ON WHICH BUILDING IS TO BE USED: _____
HOURS TO BE USED: _____
WILL REFRESHMENTS BE SERVED: YES NO
ONLY LIGHT REFRESHMENTS ARE ACCEPTABLE. SERVING OF MEALS OR ALCHOL IS PROHIBITED.

A key for entering Town Hall is to be picked up at the Police Department, 12696 Opalaka Drive, just prior to the scheduled use, signed for, and returned to the Police Dispatcher immediately following the use. If the key is not returned to the Police Department after your use of Town Hall, a fee will be assessed.

Chairs and tables are to be returned to their original locations. All garbage is to be taken to the dumpsters on the south side of the building by using the south side doors.

Please observe the "NO SMOKING" rules throughout the building.

The Chester Town Hall will be only for the use of community related, non-profit functions or organizations and all Governmental bodies (see back of form).

The Trustees reserve the right to cancel any use upon forty-eight (48) hours notification in the event of emergency use of the building.

If requested permission is granted, we hereby agree to comply strictly with the rules and regulations of the Board of Trustees governing the use of this public building as set forth on the back of the original application

APPLICANT'S SIGNATURE: _____ **DATE:** _____
PRINT NAME: _____

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**PERMIT FOR USE OF CHESTER TOWN HALL MEETING ROOM
(FOR TOWNSHIP USE ONLY)**

You have been granted the use of the Town Hall Meeting Room for the purpose of: _____
on: ___/___/20___ between the hours of ___:___ and ___:___ in accordance with the conditions as
signed by you on the above application.

CHAIRMAN, BOARD OF TRUSTEES

DATE

CHESTER TOWN HALL MEETING ROOM USE REGULATIONS

1. All applications for the use of Township premises shall be referred to the Board of Trustees for approval.
2. The persons or group receiving the permit shall be responsible in case of loss or damage, if any, to Township property as a result of the meeting.
3. The Township shall have first claim to the use of the building at all times, and any agreement made with an organization must be contingent on the needs of the Township, and such agreement may be terminated or altered at any time.
4. Requests for the use of the building must be made not less than one (1) week before the date on which the facilities are to be used. Cancellation of requests must be made not less than twenty-four (24) hours in advance.
5. All permits will be issued for the meeting room only in the Town Hall, and it shall be the responsibility of the organization to see that the remainder of the building is not entered or molested.
6. Any right or privilege granted to any person, persons, or organizations, to use the building or property, is personal and shall not be transferred to any other person, persons, or organization.
7. The permit holder agrees to save and hold harmless the Chester Township Trustees and agrees to assume responsibility for all liabilities arising incident to the occupancy of building use, it being understood and agreed that the Township assumes no obligation respecting the use of such premises.
8. Any decorations shall be erected in a manner that will not be destructive to the Township property, and such erection shall be approved by the Board of Trustees. All decorations shall be removed from the building before leaving the premises. The use of any materials on floors or other parts of the building without specific approval of the Board of Trustees is strictly prohibited.
9. The permit holder shall assume responsibility for securing police protection when it is deemed that such police attendance is necessary.
10. All advertising except that incidental to programs, and all sale of merchandise, printed matter or other material is forbidden.
11. All refuse shall be removed from Township premises at the end of the event. Trash dumpsters are located on the south side of the building by using the south side door.

APPLICANT'S SIGNATURE: _____ DATE: _____

PRINT NAME: _____