

AVON TOWNSHIP HALL
PUBLIC USE POLICY

Non-profit organizations may use the facilities for meetings and events when available. Priority use for the building will belong to the Township Boards and Committees. The use by Township Boards and Committees will take precedence over any other use, and other use may be subject to cancellation if a Township meeting must be scheduled. All scheduling of public use will be arranged through the Township Clerk. No use which, in the judgment of the Township Officials, could cause damage to Township property or disruption of Township operations shall be permitted.

Rules

Rules governing the use of the Township building facilities shall include, but not be limited to the following:

- 1) Each group/person using the facility shall be financially responsible for any damage caused to Township property, Township buildings, or contents of buildings.
- 2) After use, the building shall be returned to the condition in which it was found including:
 - a. Appropriate clean-up of tables, chairs, kitchen counters and sinks
 - b. Restoration of chairs/tables to their original locations
 - c. Removal of trash generated
 - d. Bathrooms neat, toilets checked
 - e. Vacuuming and sweeping
 - f. Lights are all turned off
 - g. Windows all closed and locked
 - h. Fire exit door closed tightly
 - i. Entrance door locked
 - j. Thermostat returned to 50 degrees in winter or 75 degrees in summer
- 3) The following are prohibited from use: Alcohol, tobacco products, candles, fireworks or other fire generating products, weapons or firearms.
- 4) There will be a damage deposit required of all organizations as per determination by Township Officials. Amount of deposit _____
- 5) Users shall be held responsible for any damage done to township property. Willful violation of these rules could lead to the loss of the eligibility to use the facility.

I _____ have read and understand the rules and policies governing the use of the Avon Township facilities and, as the responsible agent, accept both personally and for my organization, full liability for compliance with them, including financial responsibility. Furthermore, on behalf of my organization, I hereby release and hold harmless the Township of Avon from any and all claims for damages or injury relating to the requested use.

Date: _____

Responsible Agent Signature: _____

Print Name: _____ Phone: _____

Address _____

**APPLICATION FOR PUBLIC USE OF
AVON TOWNSHIP HALL**

A. Use date/s _____

Use time/s _____

B. Purpose of use: (describe function and estimated number of people)

C. Name of organization _____

D. Address of organization _____

E. Type of organization: (circle one) Non-profit Private

F. Description of type and purpose of organization _____

G. Responsible agent _____

Address _____

Phone: Home _____ Cell _____

Email _____

H. Deposit/ Use Fee _____ Date paid _____

I. Key number issued if applicable

I. Responsible Agent signature _____ Date _____

Print signature _____

J. Township Clerk signature _____ Date _____