

Perry Township, Franklin County

Conference Room Use Policy and Agreement

The Perry Township, Franklin County Conference Room(s) may be used by non-profit community organizations at no charge under the following conditions:

1. The individual accepting responsibility for facility use must sign and submit this agreement 2 business days before any reservation of the Conference Room(s) will be honored.
2. We hereby agree to provide a certificate of liability from our insurance company that names Perry Township as an additional insured party. This holds harmless and indemnifies Perry Township (“the township”), its officers, directors, employees, and agents, from any liability whatsoever arising out of the use of the premises by our employees, members, guests, and invitees on. We further agree that we will neither commit nor omit any act which may result in any type of liability against said township during our use of the premises. In the event that said township suffers any loss whatsoever, as a result of our use of the premises, we further agree to fully indemnify the township for any suffered loss.
3. The Perry Township Conference Room(s) may be used for meetings, presentations, or staff training sessions but not for client services.
4. Reservations will be taken on a first come first serve basis.
5. During normal business hours, please be mindful this is a busy office facility. We ask you to limit any noise or interruptions for our staff. Be sure to bring a sufficient supply of printed materials you may need. Our staff cannot make copies or perform other administrative tasks on your behalf.
6. Perry Township’s governmental offices and grounds are a smoke-free facility. Group members are prohibited from smoking in buildings or on the premise.
7. No alcohol, drugs, fireworks, or firearms are permitted on the property.
8. A Perry Township Staff member will be made available to provide access to the building no more than ½ hour prior to the start of the meeting.
9. The individual signing this agreement will be responsible for the condition of the facility after use including returning furniture to its original position and repair of any damages or extraordinary cleaning that may be required whether or not the responsible party attends such meeting.
10. The individual signing this agreement will be responsible for contacting the Perry Township Administrative staff as soon as possible in the event a meeting is cancelled and/or the room is no longer needed for the date/time previously scheduled.
11. Food and refreshments may be brought into the facility. Food may be consumed in the conference room. All items carried in and any trash generated must be removed immediately upon conclusion of the meeting. A dumpster is located at the west end of the building.
12. Exceptions to this policy may be granted by the township Administrator. Perry Township reserves the right to deny use of the facility for any group or function.

13. This agreement will be kept on file and in force for a period of one year from the date of this signed agreement.

I understand and agree to comply with the above conditions.

Organization

Responsible Party

Print your Name

Contact Number

Email Address

Date

Perry Township Staff Only _____

Received by: _____

Date: _____

Approved by: _____

Date: _____