

Effective January 1, 2026 the Residential fee for leasing the Community Room will increase to \$200 per use with \$100 being returned to the Resident following use. In addition, Non-Residential fees will increase to \$300 and is non-refundable. This is the first change in fees in over 30 years and we hope you understand the necessity to offset expenses associated with the upkeep of the Community Room. We thank you for your understanding. If you have any questions, please email Trustee Gerten at the following address ggerten@allentwp.org. Thank you!!

ALLEN TOWNSHIP TRUSTEES

Rick Kingham
Ken Reiff
Greg Gerten
Lori LaCella, Fiscal Officer

16945 Allen Center Road, Marysville, Ohio 43040
Phone: 937-642-9551 Fax: 937-642-0014

AGREEMENT/PROCEDURES FOR USE OF COMMUNITY BUILDING

User's Name: _ _ _ _ _

Address: _ _ _ _ _

Daytime Phone: _ _ _ _ _ Evening Phone: _ _ _ _ _

Date Reserved: Sun/Mon/Tues./Wed/Thurs/Fri/Sat _ _ _ _ _

Payments: (Check/Money Order made Payable to Allen Township):

\$200 Deposit Due By: _ _ _ _ _

Fee of \$ _ _ _ _ _ Due By: _ _ _ _ _

1. Access to the Building

The key to the Community Building is kept at the Fire Department at the Front Entrance. When you pick up the key, please record the date and time beside your reservation name. Advance decorating may be allowed if the facility is not in use. Please contact the Administrative Office to check on availability.

Public use is generally limited to the banquet room, hallways, furnace room and bathroom. The offices are off limits.

2. Rules and Regulations

The facility may be used from 6:00 a.m. until 12:00 midnight.

Uses: The facility is NOT to be used in order to make a profit, i.e.: Pampered Chef, Longaberger, garage sale, etc.

****All tents are restricted in the area from the playground, med flight landing pad, and the rear of the township hall. Anyone renting the township hall that are wishing to put a tent up during their event, must seek prior approval and complete the tent agreement form.**

Pictures on the wall are not to be removed.

Please, no tape on the walls, trim or other surfaces. Make other arrangements for decorations or displays. No nails, staples or anything that puts a hole in the wall to hang any items/decorations on the walls are permitted.

All chairs must remain in the Community Room.

Allen Township Residents

The Deposit charge for Township Residents is \$200.00. Payment is due within 2 weeks after reservation is made or the reservation will be forfeited. An inspection will be made after each use of the facility. If no repairs or cleaning are required, \$100 of the deposit will be returned to you within 1 to 2 weeks following the use of the facility. If repairs or cleaning are required, you will receive a statement of the amounts deducted from the deposit to cover these items. If you choose to forfeit the deposit in lieu of cleaning up after your event, it will be necessary that you appear before the Board of Trustees for permission to use the building in the future.

If a township resident chooses to reserve the community room for a friend or family member who does not reside in the Township, their reserving privileges may be forfeited.

Non-Resident/Business Use

There is a NON-REFUNDABLE \$300.00 fee for non-residents and business use. The fee must be paid at least two weeks after reservation is made or reservation will be forfeited. **The fee is non-refundable unless reservations are cancelled at least two weeks prior to use.** Picture I.D. may be required. The Township Administration reserves the right to refuse use that may appear inappropriate. IF repairs or cleaning are required after use of the facility, you will receive a statement of additional expenses to cover these items.

Please note: Only adults over the age of 21 will be permitted to reserve the facility. Any use by minors must be adequately supervised.

Smoking is not permitted.

Consumption of alcoholic beverages and/or substance abuse is not permitted.

Animals are not permitted. (This prohibition does not apply to animals trained to assist a special needs owner.)

3. Closing and Clean Up

- a. All clean up must be done on the same day as the reservation before you leave the facility. **A vacuum, mop and bucket are in the furnace room for your use. Please bring your own dishtowels and soap.**
- b. Kitchen cupboards should be empty and counter and floors should be swept and mopped. Remember to turn off oven if has been used.
- c. All garbage and trash from kitchen and restrooms must be removed from the building and placed in the dumpster outside in the fenced area. Keys to the restroom trash bins are in the furnace room.
- d. **The banquet room must be left in a clean, neat condition.** Tables and chairs should be returned to the positions in which they were found.
- e. The bathrooms must be left in a clean condition.
- f. Turn off all lights, close all windows and lock all outside doors. Lights in the entrance area cannot be shut off. They remain on at all times for security purposes.
- g. Turn thermostats back to 72 degrees.
- h. Return the key to the fire department, and log in the date and time the key was returned. Please enter the Fire Department only through the main front door, and during the late evening hours, please have consideration for the firefighter who may be sleeping.

GENERAL TERMS

I have read the rules, regulations and procedures outlined herein and agree to comply with them and with any direction of any governmental authority having jurisdiction by reason of my use of the Township Community Building.

I agree to clean the building, equipment, facilities and grounds at the end of my use of the facility prior to leaving, and to leave the facility in the condition in which I found it.

I agree that all activities will have adequate adult supervision and a responsible adult will accompany children at all times.

I will not misuse the building, equipment, facilities or grounds, and I will not interfere with the offices, heating or refrigeration systems, or the appliances for furnishing heat or refrigeration to the facility.

In the event the regulations are not followed during my use of the facility, I understand that my deposit will be forfeited. I also understand I am personally liable to reimburse the Allen Township Trustees for all expenses incurred for repairing any damages to the facility, equipment and grounds that result from my use or misuse of the premises while under my name.

I further agree, on my own behalf of my heirs or assigns, to release and discharge any Allen Township Officials and/or employees from all claims, demands, actions, and causes of actions of any sort, for any injury sustained to my person and/or property or to my guests and guests' property during my use of the premises, due to negligence or any other fault.

Now having read this entire Agreement, I agree to be bound by its terms and conditions. **** Note Update in Rules**

Dated: _____ Signature: _____

ALLEN TOWNSHIP TRUSTEES

Rick Kingham
Ken Reiff
Greg Gerten
Lori LaCella, Fiscal Officer

16945 Allen Center Road, Marysville, Ohio 43040
Phone: 937-642-9551 Fax: 937-642-0014

PROCEDURES FOR USE OF COMMUNITY BUILDING PLEASE KEEP THIS COPY

In order for the next group to enjoy the use of the Community Building, it is important all users leave the facility in a clean manner.

1. Access to the Building

- The key to the Community Building is kept at the Fire Department at the Front Entrance on a clipboard on the Left in the Hall. Please record your name, date and time when picking up the key.
- Advance decorating may be allowed if the facility is not in use, please contact the Administrative Office to determine availability.
- **PLEASE DO NOT USE TAPE ON THE WALLS**
- Public use is generally limited to the banquet room, hallways, furnace room & bathrooms. The offices are off limits.

2. Rules and Regulations for Use

- Hours for use of the facility are 6:00 a.m. to 12:00 midnight
- Deposit for Township resident use is \$100, payment is due within 2 weeks of making reservations. Deposit will be refunded if facility is left clean and undamaged. No fees are charged to residents for the first 2 uses each calendar year.
- \$200.00 will be charged to Non-residents, the use fee is non-refundable unless reservations are cancelled within 2 weeks prior to use.
- The Township Administration reserves the right to refuse any use, which may appear inappropriate.
- Only ADULTS over the age of 21 will be permitted to reserve the facility. Any use by minors must be adequately supervised.
- Smoking is not permitted.
- No consumption of alcoholic beverages and/or substance abuse will be permitted.
- Animals are not permitted (This prohibition does not apply to animals trained to assist a special needs owner)

3. Closing and Clean-Up

- All clean up must be done prior leaving the facility on the same day as the reservation. Brooms, mops, buckets, cleaning supplies, toilet paper, paper towels, and sweeper are in the furnace room and should be used. Bring your own dishtowels, soap & utensils.
- All garbage and trash must be removed from the building and placed in the dumpster outside. Put new garbage bags in all trash cans.
- Kitchen counters and floors should be cleaned. Remember to turn off burners, remove food from refrigerator, etc.
- The banquet room needs the floor swept/mopped and left in a neat clean condition.
- Please do not break down the tables and do not set the chairs on top of the tables. This helps keep the wear and tear down to a minimum.
- Clean bathrooms/mirrors/take out the trash (keys for the trash and bathroom towels is located in the furnace room)
- Turn out all lights, close all windows and lock all outside doors. Lights in the entrance cannot be shut off, they remain on for security purposes.
- Please turn thermostats back to 72 degrees. Thermostats are unlocked.
- Return key to the Fire Department and log in the date and time the key was returned. Please enter the Fire Department only thru the main front door.

4. Return of Deposit

- An inspection will be made after each use of the facility. If no repairs or cleaning are required, your full deposit will be returned normally within 2 weeks.
- If repairs or cleaning are required, you will receive a statement of the amount to reimburse the Township and your deposit will be forfeited.

*****NEW ADDITIONAL INFORMATION PLEASE READ*****

The Kitchen was recently updated with new appliances, counters and cupboards. Your assistance is greatly appreciated to help care for the new updates.

Countertops

1. The countertops are Corian material, as such, place something under anything that produces heat (crock pots/roasters) or anything removed from the stove or oven.
2. Do not cut directly on the counter surface. Use a cutting board.
3. Do not drag objects with jagged bottoms or metal across the counters.
4. Use mild non-abrasive cleaner to wipe down the counters.

Appliances

1. Wipe down the stove and refrigerator with Windex.
2. Clean out the microwave and oven for any spills.
3. Wipe off the stove top, if necessary, use the smooth top cleaner.
4. Remove all items from the refrigerator/freezer and wipe the interior out with a damp cloth or non-abrasive cleaner.

Cupboards

1. Wipe down cupboards with a damp cloth.

If there are any damages or the above does not appear to have been cleaned, please report such to the Fire Department prior to use.

Thank you and we hope you enjoy the updates!!