

Lafayette Township Town Hall Guidelines for Rental

The following are a list of guidelines to be followed by all groups using the Lafayette Township Hall for meetings and/or other functions:

1. Town Hall Rentals are on a daily basis. The rental day is defined as 6:00 a.m. – 1:00 a.m. on the morning following the rental day. If you require additional days to set up for your event, you must reserve those days with payment as well.
2. No skateboards, roller skates (blades), sliding on the floor, bicycles, or wagons allowed.
3. An adult must accompany children (under 18 years old) at all times.
4. No electrical cords (extensions) are to be placed within the ceiling tiles.
5. No flooding of toilets or sinks, or damage to bathroom stalls, walls, mirrors, towel, and soap holders.
6. No ink, paints, or markers are to be used on floors, walls, or ceilings.
7. No tacks or staples are to be used to display decorations on tables, walls, or ceilings.
No tape of any kind on the walls or ceiling.
8. All decorations, food, utensils, and trash in general, shall be bagged and placed in the container provided behind the south end of the Service Garage following the end of your event.
9. Refrigerator needs to be completely emptied at the end of your event.
10. Absolutely no furniture or blockage is allowable in the hallway between the Town Hall and the Service Department. All exits are to be kept clear at ALL TIMES due to these being fire exits.
11. The Township Hall shall be left in the same condition that it was found in. This includes broom cleaning the floor as well as outside of both doors used for entering and exiting and mopping the floor if necessary.
12. Never leave the Deadbolt Schlage Lock open in order to ‘prop’ open door. This will malfunction the lock. Also, be sure to lock the Schlage Lock upon departure.
13. The Township Hall is a non-smoking facility, and all smokers must use containers provided outside of the Township Hall.
14. From approximately April – October, Cloverleaf Youth Baseball has priority to all baseball friends and parking. Please be aware that parking may be limited. Any overflow parking may use the gravel lot across from the Service building.

Problems that may arise during your event should be reported as soon as possible to the Lafayette Township Administrative Assistant, Kristen Raulie, at 234-802-6428.

If there are problems reported to the Lafayette Township Trustees regarding failure to comply with these guidelines, the Trustees have the right to take further action as they deem necessary for the safety and well-being of the persons involved as well as for the property of Lafayette Township.

Chris O'Neil

Chairman
Lafayette Township Trustees

I have read the and agree to the Lafayette Township Town Hall Rental Guidelines:

Signature of Renter

Printed Name of Renter

**LAFAYETTE TOWNSHIP
6776 WEDGEWOOD ROAD, MEDINA, OHIO 44256
TOWNHALL RENTAL AGREEMENT**

For a security deposit of \$100.00 and a payment fee of \$125.00 (resident) or \$300 (non-resident), I agree that I shall be solely responsible for the conduct of all persons for those using the Lafayette Township Hall on

_____. Date(s)

I further agree that I will be personally responsible for all damages to the Lafayette Township Hall property during this rental period, which begins at 6:00 a.m. and expires at 1:00 a.m. on the morning following the day of rental. The Lafayette Township Hall will be left in the same condition as it was when I began this rental.

In the event of damage to the Lafayette Township Hall, or property contained therein, I hold myself accountable and will pay all damages, as decided by the Lafayette Township Trustees, within five (5) days from written notification of such damage. Any damages that occurred during this Agreement shall be deducted from the Security Deposit of this Agreement. For any damages that amount to more than the Security Deposit, the Security Deposit shall be used as well as a bill sent for the balance.

Further, I will call the Administrative Assistant, Kristen Raulie, at 234-802-6428, or the Lafayette Township Trustees, (phone numbers posted outside of the Township Hall) prior to leaving should there be any damage, leaking gas, unlocked doors, running water, etc. I will close and lock all windows and doors prior to leaving the Lafayette Township Hall. Any keys are to be placed in the Drop off Box located in front of the Administration Building.

If alcohol, in any form, is served during this rental period, I agree to contact the Medina City Police Department, prior to the rental, to hire an officer to provide security during the entire period of this agreement. Verification must be provided to the Lafayette Administration prior to Town Hall being rented.

Check or Money Order made payable to Lafayette Township is accepted for payment. You will need one check for the security deposit and a separate check for rental fee. After your event, if the Township Hall is left in a satisfactory condition, your security deposit check will be shredded. If you would NOT like your check shredded and would like to pick it up, please let the Administrative Assistant know before your event takes place.

Organization Name / Renter's Printed Name

Renter's Signature

Date

Renter's Email

Renter's Address

Witness

Date

Renter's Phone Number

4 Digit Code for Town Hall Entrance: ___ ___ ___ ___ (Renter Chooses)

LIABILITY AGREEMENT FOR USE OF LAFAYETTE TOWNSHIP HALL

I, the undersigned, understand that the Lafayette Township Town Hall will be reserved only under the following conditions which I agree to observe. If I do not comply with the following conditions, I will not be refunded my \$100.00 deposit.

Please read and initial the following 8 items:

- _____ 1. Alcohol is only allowed on the premises if an agreement has been entered into with the Medina Police Department for a Special Duty Police Officer(s) to provide security and verification has been received by the Lafayette Administration.
- _____ 2. No commercial fundraising is permitted; nonprofit groups are excluded from this restriction.
- _____ 3. No decorations may be hung from the ceiling or affixed to the walls in any manner and extension cords are not permitted to be placed through the ceiling tiles.
- _____ 4. The Township Hall must be vacated by 2:00 a.m. on the date following the reservation of the undersigned. Please test the lock upon exiting and try to open the door without your code. The exterior door of the vestibule at the south entrance is to remain unlocked.
- _____ 5. The reserving individual is responsible for normal cleanup procedures: tables/chairs returned to originating position, floor swept and mopped, spills on tables or floors wiped clean, and all trash removed from the Lafayette Township property and placed in the dumpster at the south end of Service buildings. Please leave the bathrooms clean. If cleaning or removal of trash by the Township is necessary following rental, this will result in forfeiture of the deposit.
- _____ 6. The undersigned agrees to pay for any damage to the Township Hall building and/or Township property and also agrees to pay replacement costs for any missing items. In addition, the undersigned individual agrees that their deposit will not be refunded if the Town Hall and/or Township property is left in unsatisfactory condition.
- _____ 7. Individuals causing harm to Township Hall property may be denied use of the facilities in the future at the discretion of the Lafayette Township Trustees.
- _____ 8. The undersigned understand and hereby acknowledge that the Lafayette Township Board of Trustees shall not be responsible or liable for personal injury or property damage occurring to persons or their guests and invitees while using the Township Hall for their own private matters or for matters unrelated to the business of the Board of Trustees.

THE UNDERSIGNED SHALL HOLD THE TOWNSHIP AND ITS OFFICIALS HARMLESS FROM ANY LIABILITY, CLAIMS, DEMANDS, INJURIES, DAMAGES, ACTIONS, OR CAUSES OF ACTION THAT MIGHT OCCUR ARISING FROM THEIR USE OF THE TOWNSHIP HALL INCLUDING ATTORNEY FEES.

Signature & Date

BY ORDER OF THE LAFAYETTE TOWNSHIP TRUSTEES (Revised January 2024)
A deposit of \$100 is subject to refund if Lafayette Township Town Hall is left in condition possession was taken in.

*I WOULD LIKE MY RENTAL DEPOSIT: (circle one) Shredded after my Event
Mailed back to me

For Office Use Only:

Deposit Check #: _____ Amount Returned: \$ _____ Rental Fee Check #: _____