

BOARD OF TRUSTEES

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MILAN TOWNSHIP

www.milantwp.org

MILAN TOWNSHIP

1518 State Route 113 E
Milan, Ohio 44846
419-499-2354

ZONING INSPECTOR

Patrick Landoll

MILAN TOWNSHIP HALL USER AGREEMENT

The Milan Township Trustees offer the use of the Milan Township Hall to residents of Milan Township only who are conducting not-for-profit activities. The use of the building to conduct business/sales/services by commercial groups or individual is prohibited except for training purposes or social events.

Rental Process: Reservations may be made up to one (1) year in advance. Town Hall rentals are reserved for Milan residents only. Use of the Township Hall by non-residents is prohibited except when an exception is granted on a case-by-case basis by formal action of the Board of Trustees. Rental forms must be completed one week in advance of the event. An event keyfob can be picked up one week prior to the event after the rental form and fees are paid by contacting the Township Administrative Assistant at (419) 499-2354.

Rental Fee: The Town Hall rental fee is \$500 in addition to a \$250 refundable deposit. The \$250 deposit will be refunded upon inspection of the facility with the following rules and conditions having been met. Approved community organizations that regularly used the Hall are exempt from the deposit requirement. These groups will be limited use of the Township Hall to 24 times per year, with a maximum of 2 meetings per month.

Rental Rules: No damage is done to the Hall or the surrounding property. Decorating is permitted provided that no permanent changes are made to the structure of the building. No nails or screws in the woodwork, no painting, etc. If there is any doubt about what you intend to do, please ask. The use of smoke or fog machines is strictly prohibited.

The rooms, halls, stairway, restrooms and outside stairway and grounds must be cleaned and free of debris by noon of the day following the scheduled event. All floors should be swept and mopped as needed. All trash **MUST BE REMOVED FROM THE PREMISES**. Please take trash home for disposal. If your guests become sick at your activity, you are responsible to clean up after them. If Township employees need to clean up after you, the deposit is forfeit.

When using the elevator to move items other than people, (i.e. tables, chairs, sound equipment, etc.) the elevator pads must be applied to the interior of the elevator. Instructions as to where to pads are stored and how to get access to be worked out.

Capacity: The Ballroom capacity is limited to 300 people for conference-style seating and 150 for events-style seating, such as weddings. The Community Room is available for smaller groups (up to 60 people).

Tables & Chairs: There are 25 (5ft) plastic circular tables, 6 (8ft) rectangular tables, and 200 plastic white padded chairs available when renting out the Town Hall at no charge.

Alcohol: No alcohol is permitted in Township buildings except as approved in advance by the Milan Township Trustees for reasonable use.

HOLD HARMLESS: Users of the Township Hall shall indemnify and save Milan Township harmless from and against any and all liabilities, claims and costs (including reasonable attorney's fees, penalties and fines) for death, injury or damages to persons or property while using the Township Hall, arising from (a) any default by the User in the performance of its obligations under this Agreement, or (b) the negligence, or intentional acts or omissions of User in or about the Property.

MILAN TOWNSHIP HALL RENTAL FORM

Please complete this page of this Agreement and return it with the rental fee at least one week prior to your scheduled event via in person, email, or mail using the information below. Please make out one check for reservation fee (\$500) and one check for refundable deposit (\$250).

Milan Township Trustees
1518 St. Rte. 113 E.
Milan, OH 44846
admin@milantwp.org

NAME & ORGANIZATION (If applicable): _____

PHONE: _____ EMAIL ADDRESS: _____

ADDRESS: _____

TYPE OF EVENT: _____ DATE(S) OF EVENT: _____

SELECT ROOM(S) BALLROOM _____ COMMUNITY ROOM _____

SIGNATURE _____ DATE SIGNED _____

OFFICE USE ONLY

Keyfob Number _____ Keyfob Recipient _____

Date Deposit Received _____ Date Deposit Returned _____