



# Clearcreek TOWNSHIP

BOARD OF TRUSTEES

FISCAL OFFICER

Ed Wade

R. Dale Lamb

Cathy L. Anspach

Linda A. Oda

## Use of Facility Application Request

Date of Application: \_\_\_\_\_ Time: \_\_\_\_\_

**(This section to be completed by applicant)**

Group Name: \_\_\_\_\_

Purpose of Facilities use: \_\_\_\_\_

Facilities requested:

Clearcreek Township Government Center Meeting Room  
(holds up to 60 people)

Clearcreek Township Government Center Conference Room  
(holds up to 10 people)

Date(s) of use requested:

\_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

I certify that I am an active member of the group for which I request the reservation, that I have received and read the attached information, use of the requested facility, and that I personally will be present and responsible for observance of the rules and guidelines of such request. I agree that I and my group hold Clearcreek Township, its elected officials, appointed officials, officers and employees harmless from all liability, claims, demands, damages, or costs for or arising out of the use of facilities whether it be caused by negligence or accident. I further agree to keep my group in the designated approved location, not create or leave any mess or to leave any facility in disarray due to our use of said facility. I also agree to clean up any debris, paper products or other material prior to leaving the facility and will have a Clearcreek Township representative check said facility for cleanliness prior to my (our) departure.

Contact Person: \_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature

Address: \_\_\_\_\_

Street Address

\_\_\_\_\_

City, State, and Zip Code

Contact Phone Number: (\_\_\_\_) \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*(Please place all approved information on calendar and on the electronic calendar)*

CLEARCREEK TOWNSHIP GOVERNMENT CENTER

7593 Bunnell Hill Road, Springboro, Ohio 45066

748-1267

1-800-824-5124

Fax: 748-3252

www.clearcreektownship.com

## To the Applicant – Information

The facilities you have requested are the property of the Clearcreek Township Board of Trustees. We ask that if you and your group have received approval for the use of said facility, you take diligent care. Clearcreek Township reserves the right to deny any and all requests without prior notice. The primary function of said facilities is for Clearcreek Township operations. Should any conflict arise, the Clearcreek Township will attempt to remedy such conflict however, Clearcreek Township operations and training within said requested facility is primary. Please note the following items of information:

- Clearcreek Township Board of Trustees and the Clearcreek Township Administration reserve the right to deny any and all requests.
- Requested facilities are to be used ONLY for community organizations, civic organizations, and organizations within the Clearcreek Township and associated meetings.
- There is to be NO food or drink in the meeting or conference room(s) or in any carpeted areas.
- It is the responsibility of the requester to stay with the group throughout the duration of the request of facility.
- It is the responsibility of the requester that no one is permitted to wander about the grounds without first obtaining permission from a Township employee.
- Loud music is strictly prohibited.
- Request to use the telephone is only permitted with the permission of the Clearcreek Township. Local calls only.
- Profit-oriented groups are prohibited from using our facilities.
- Groups needing the use of computer and / or audio and visual instruments must bring their own equipment.
- A representative of the Clearcreek Township shall check all facilities prior to leaving said facility to ensure facility cleanliness.
- All rooms and exterior doors shall be properly secured at the end of facility use by the requested person AND a representative of the Clearcreek Township.

All questions pertaining to the use of any facility shall be addressed to the Township Administrator or his designee. We hope that your stay with us has been a pleasant and memorable one. Thank you for your continued support.