

# Clearcreek Township

7593 Bunnell Hill Road, Springboro, Ohio 45066

(937) 748-1267

FAX (937) 748-3252



## Board of Trustees

Jason Gabbard  
Troy Holtrey  
Steve Muterspaw

## Fiscal Officer

Russell Carolus

## Use of Facility Application Request

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

Purpose of Facility Use: \_\_\_\_\_

Clearcreek Township Government Center facility requested:

Meeting Room (*holds up to 60 people*)

Date Requested: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Date Requested: \_\_\_\_\_ 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 observing the rules and guidelines of such request. I agree to release, hold harmless, and indemnify Clearcreek Township from all liability, claims, demands, 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 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.

Name: \_\_\_\_\_  
(printed) (signature)

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

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## OFFICE USE ONLY

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

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

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## To the Applicant - Use of Facility 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, Clearcreek Township will attempt to remedy such conflict; however, Clearcreek Township operations and training within said requested facility are primary.

Please note the following items of information:

- Clearcreek Township Board of Trustees and Clearcreek Township Administration reserve the right to deny any and all requests.
- An application will NOT be accepted or considered unless your application has the policy declaration page from either your homeowner's or renter's insurance policy. The policy declaration page **MUST** show your **name, address, effective policy dates that cover the date that you are requesting, and personal liability amount showing minimum amount of \$100,000.**
- Requested facilities are to be used **ONLY** for community and civic organizations within Clearcreek Township for associated meetings.
- There is to be **NO** food or drink in the meeting room 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.
- 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 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 Clearcreek Township. If a representative of Clearcreek Township is not on site, please use the red phone located in the lobby.

All questions pertaining to the use of any facility shall be addressed to the Township Administrator or their designee.

Submit completed form to [sprass@clearcreektownship.com](mailto:sprass@clearcreektownship.com)