



Chester Town Hall Application of Use

12701 Chillicothe Road, Chesterland, OH 44026

Phone 440-729-7058

www.chestertwp.com

Permit # _____

Please Select:

Chester Town Hall Meeting Room

Chester Town Hall Parking Lot

Name/Organization: _____

Event: _____

Address: _____

Date/Time: _____

City/State/Zip: _____

Persons to Attend (Max 50): _____

Phone: _____

Email: _____

Chester Town Hall Use Regulations

1. All applications for the use of Township premises shall be referred to by the Board of Trustees for approval.

2. The persons or group receiving the permit shall be responsible in case of loss or damage, if any, to Township property as a result of their use.

3. The Township shall have first claim to the use of the building at all times, and any agreement made with an organization must be contingent on the needs of the Township, and such agreement may be terminated or altered at any time.

4. Requests for use of the building must be made not less than one (1) week before the date on which the facilities are to be used. Cancellation of requests must be made not less than twenty-four (24) hours in advance.

5. All permits for use of the meeting room are for the meeting room and common areas only, and it shall be the responsibility of the organization to see that the remainder of the building is not entered or tampered.

6. Any right or privilege granted to any person, persons, or organizations to use the building or property is personal, and shall not be transferred to any other person, persons, or organizations.

7. On behalf of myself and my guests, I further agree to save and hold harmless Chester Township, its officials, employees or representatives from any and all liability, damage, expense or claims of all kinds arising out of the use of Chester Town Hall.

8. Any decorations shall be placed in a manner that will not be destructive to the Township property, and such placement shall be approved by the Board of Trustees. All decorations shall be removed from the building before leaving the premise. The use of any materials

on floors or other parts of the building without specific approval of the Board of Trustees is strictly prohibited.

9. The permit holder shall assume responsibility for securing police protection when it is deemed by the Board of Trustees that such police attendance is necessary.

10. All advertising except that incidental to programs, and all sale of merchandise, printed matter or other material is forbidden.

11. All furniture must return to its original location. All garbage must be removed from the Township premises at the end of the event. Trash dumpsters are located on the south side of the building by using the south side door. The south side door must be locked after use.

12. Lessee, lessee's guests, patrons, customers or agents will at all times abide by the rules and regulations of the Township regarding use of the premises.

13. Serving light refreshments is permitted.

14. Smoking, vaping, marijuana and alcohol is prohibited.

15. The applicant agrees to be fully liable for any and all damages caused to the building or parking lot therein by the applicant, any its officers, agents, employees, or anyone permitted, authorized or allowed by applicant to be on the premises pursuant to this reservation. The undersigned applicant further agrees to protect and save harmless the township of Chester and Chester Township Board of Trustees from all actions, claims and demands whatsoever that may result on account of any injuries, property damages, theft or any other claims whatsoever that may arise from the use of the Chester Township premises by the undersigned individual, organization or other individuals, partnerships or corporation hired or employed by said applicant for the use of Chester premises or permitted by the undersigned individual or organization to be at or on Chester premises during the term of this reservation.

***NOTE:** When reserving Chester Town Hall, the Chester Police Department is notified. Upon your arrival they will unlock the door and disarm the security alarm. At departure they will return to secure the building. If you have any questions please contact Chester Town Hall at 440-729-7058 or Chester Police Department at 440-729-1234.

Applicant Signature

Date

Representative of Chester Township

Date Approved