

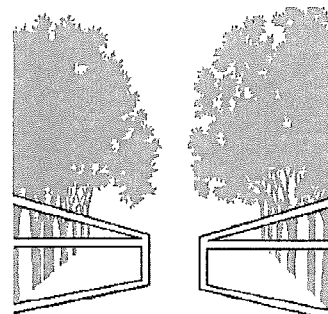


# Liberty Township

Return form to:

Liberty Township Government Office  
10104 Brewster Lane, Suite 125  
Powell, OH 43065

Phone: 740-938-2000  
Fax: 740-938-2001  
Email: danderson@libertytwp.org



**LIBERTY**  
TOWNSHIP ★ FOUNDED 1808

**Liberty Township Hall Use Agreement.** The Township Hall is located inside the Fire Station at 7761 Liberty Road, Powell, Ohio.

Date Requested:

Organization Name:

Purpose of Meeting:

Number of Attendees:

Meeting Time:

Start: [            ] Finish: [            ]

**Authorized Contact Person - Please Print**

Name:

Address:

Telephone Number:

Cell Phone Number:

**Check One:**

County/State/Federal Agency

Non-Resident Group

Township Resident Group

Other (please specify)

★ A \$25.00 fee will be charged to all groups. Fee must be paid 1 week in advance. Date Paid:

**Liberty Township, the Liberty Township Trustees, and their employees are not responsible for injuries, damages, and lost or stolen articles.**

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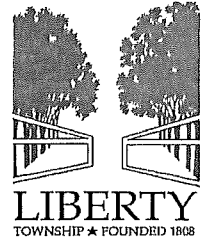
Signature of person authorized to agree to all requirements.

Date

Approved by:

David Anderson, Township Administrator

## Liberty Township Hall Policies, Guidelines, and Requirements



★ **This request is subject to approval by the Board of Trustees and/or Township Administrator.**

- The primary/priority use of the Township Hall will be for official township business, and for the use of all departments for training and education.
- The Board of Trustees and the Township Administrator reserve the right to cancel the reservation for the use of the Hall at their sole discretion with a 24-hour notice.

Fee: \$25.00 for all groups to be paid in advance of the meeting to cover cleaning costs, wear and tear, etc.

1. Capacity of Township Hall: 100 Auditorium Seating or 60 Classroom Seating.
2. Completion of written application and scheduling for use of the Township Hall must be done a minimum of two weeks in advance of the meeting.
3. Meetings may be held during the hours of 8:00 a.m. - 10:00 p.m. Thursday through Friday, and Saturdays until 5:00 p.m. No meetings on Sundays or holidays. The Township Hall must be vacated by 10:00 p.m.
4. Meetings may not be scheduled on the 1st & 3rd Monday of the month, the 1st Tuesday, the 3rd Wednesday, the 4th Thursday, Election Day, or the day before an election. Liberty Township departments may require dates in addition to those specified here.
5. Normal setup includes podium, projection screen, a head table, and rows of chairs facing the front of the room. Ten conference tables are available for use in the Township Hall.
6. No commercial activity shall be held in the Township Hall, or on the Township grounds. This rule includes commercial groups using the Hall for OSHA training, first aid, or other work-related training. This rule shall not affect any charitable organization with prior approval from the Board of Trustees or Township Administrator.
7. Organizations will reimburse the Township, as determined by the Township Administrator or Trustees, for any damage to facilities or contents before an organization may request, or be granted, future use of the Hall.
8. Organizations/groups are required to keep the facility clean by placing all trash in trash cans and returning the Hall to its original set-up prior to leaving.
9. No pre-scheduled weekly, monthly, or bi-monthly meetings are allowed. Requests must be made from month to month.
10. No smoking inside the facility, and no alcoholic beverages are permitted inside the Township Hall or on Township property. Food may not be served in the Hall without prior approval by the Township Administrator or Trustees.
11. Children must be supervised at all times, and fire department personnel living quarters shall be off limits.
12. Each organization must provide their own audio visual equipment, if needed.
13. No use of township phones is permitted.
14. Alternate arrangements or special requests for the use of the Township Hall requires prior approval from the Township Administrator or Board of Trustees.
15. The Township does not allow wedding receptions/showers, birthday parties, baby showers, or family reunions in the Hall.