

**POLICY FOR RESERVATION AND USE OF TOWNSHIP PROPERTY**

**Name of Organization:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

**Applicant's Address:** \_\_\_\_\_

**Applicant's Phone Number:** \_\_\_\_\_

**Facility/Property Requested:** \_\_\_\_\_

**Date of Activity:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Hours: From:** \_\_\_\_\_ **until** \_\_\_\_\_ **Number of Persons:** \_\_\_\_\_

**SET UP NEEDS:** Please contact the Russell Township Road Superintendent at 440-338-5309 in order to discuss any special needs you may have for set up of tables, chairs, or other needs.

**POLICY ON USE:** The Russell Town Hall shall be available for use by community based non-profit organizations or similar functions. The Russell Township Trustees will review each application and will approve those applications that are determined to meet the following criteria:

1. Organizations must be composed primarily of Russell Township residents or the meeting must provide a substantial benefit for Russell Township residents.
2. As their primary purpose for the meeting, organizations must have a direct interest in the affairs of Russell Township or its residents. This may include homeowners' associations, organizations interested in the history of Russell Township, organizations interested in Russell Township planning and zoning, or similar purposes. Governmental organizations may meet for the benefit of Russell Township or its residents.

Commercial or business or use for any sales or promotional purposes shall not be permitted. The Russell Township Trustees may require applicants for use of the Town Hall to show evidence of their non-profit status.

**FEES:** Any qualified organization or group may use select Russell Township properties once per month without payment of a fee. Use in excess of one (1) time in any calendar month shall require the payment of a \$25.00 fee per additional use. The Trustees may waive the additional fee requirement for use by other governmental agencies for official functions.

**SCHEDULE FOR USE:** The application for reservation of Russell Township property must be made at the Russell Township Trustee's office, at 8501 Kinsman Road, 440-338-5798, at least two (2) weeks before the scheduled date of use. The Russell Township Trustees reserve the right to limit availability of the facilities for use by community groups, based upon the need to use the building for official Russell Township functions. Scheduling is also subject to prior reservation. Upon a showing of good cause, Russell Township Trustees may waive scheduling requirements.

**CARE OF PREMISES:** Users of township property are responsible for the proper care of the premises. There shall be no attachments of any posters or papers to any of the walls or woodwork by means of tape, pins or any other fastening device. If food is served, it must be removed and the premises cleaned immediately after the event.

The following specific rules apply:

- A. No smoking on township property.
- B. No alcoholic beverages are permitted on Township property.
- C. No Township property is to be removed from premises.
- D. No staples, nails, tacks, or tape is to be used to fasten any material to walls, doors or windows. Crepe paper, Christmas trees and pine boughs must be fire proofed. No live trees or greens are permitted. Wall decorations or suspended decorations are not to be fastened without permission. Any damages to the property must be repaired by the user to the approval of the Township Road Superintendent. No staples, tacks or tape may be used to fasten anything to the Town Hall desks, chairs or chair rails.
- E. The buildings will not be open on Sundays or legal holidays except by special permission of the Trustees. The buildings will not be opened on Sundays to remove articles left there from Saturday activities.
- F. There shall be no sign poles inserted in the garden areas as the plantings will be damaged by sign poles.
- G. All tables and chairs must be washed off; all trash and debris must be picked up and decorations removed from hall.
- H. Closing time of the hall is within two hours after activity, including clean up.

**FIRE SAFETY REGULATIONS:** Some of our facilities are century buildings. Due to their age and construction, the buildings are particularly vulnerable to the rapid spread of fire. In order to protect the occupants and township property, it is necessary to adhere strictly to the following fire safety regulations:

- A. Occupancy must conform to the posted limit.
- B. Observe “No Smoking” signs.
- C. Observe “No Parking Fire Lane” signs.
- D. No doorways or exits are to be blocked.
- E. No candles or open flames of any kind are permitted.
- F. Any temporary wiring must conform to the National Electric Code Standards and be inspected by the Fire Inspector.

We thank you for your cooperation in this matter. By following these few simple regulations, we can be sure that the township buildings can be around for many more years.

**PARKING:** Parking is limited at the Town Hall. No parking in private lots without permission of the owner(s).

**PRE-EMPTION OF BUILDING:** Russell Township Trustees reserve the right to cancel any use of their properties in the event of emergency need.

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

**SECURITY:** The permit holder shall assume responsibility for securing police protection when it is deemed that such police attendance is necessary.

**LIABILITY:** The undersigned applicant and/or organization, jointly and severally agrees, as a further consideration and inducement for the consummation of this agreement, to protect and hold harmless the Township of Russell and the Russell Township Board of Trustees from all actions, claims and demands whatsoever, that may now or hereafter exist, on account of any injuries, property damage or any other claims whatsoever and to reimburse and make whole Russell Township and Russell Township Board of Trustees, for any loss and expense said Township or Board may be required to pay as a result of any action, claim or demand on account of injuries, property damage or any other claim whatsoever, arising from the use of the Russell Town Hall by the undersigned individual or organization or by individuals, partnerships or corporations hired or employed by said applicant for the activity and use described above.

**Organization:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

**Payment due:** \$25.00 for each use in excess of one (1) use per calendar month.  
Please make check payable to Russell Township, if applicable.

Is this a use in excess of one (1) use per month? Yes \_\_\_\_ No \_\_\_\_

**Township Representative:** \_\_\_\_\_