

## LIABILITY AGREEMENT FOR USE OF TOWN HALL

**I, the undersigned, understand that the Monroe Township Hall will be reserved for use by Monroe Township residents free of charge, but only under the following conditions which I agree to observe. If I do not observe the following, conditions, I will not be refunded my deposit.**

Please read and initial the following 8 items:

- \_\_\_ 1. No alcohol is allowed on the premises.
- \_\_\_ 2. No commercial fundraising is permitted; however, nonprofit groups are excluded from this restriction.
- \_\_\_ 3. The Monroe Township Hall must be vacated by midnight on the date reserved by the undersigned. Please lock all windows, and front door.
- \_\_\_ 4. The reserving individual is responsible for normal cleanup procedures: tables/chairs put away, floor swept and mopped, if necessary, and all trash to be removed from the Monroe Township property. Please check bathroom for cleanliness.
- \_\_\_ 5. There is to be no food or drink behind, tables and chairs are **put away**.
- \_\_\_ 6. The undersigned agrees to pay for any damage to the Monroe Township Hall building and/or Township property and also agrees to pay replacement costs for any missing items. In addition, the undersigned individual agrees to pay a \$20/hr. cleanup cost if the Monroe Township Hall and/or Township property is left in unsatisfactory condition.
- \_\_\_ 7. Individuals causing harm to Monroe Township Hall property may be denied use of the facilities in the future, at the discretion of the Monroe Township Trustees.
- \_\_\_ 8. The undersigned understands and hereby acknowledges that the Board of Trustees of Monroe Township shall not be responsible or liable for personal injury or property damage occurring to persons or their guests and invitees, while using the Township Hall for their own personal matters, or for matters unrelated to the business of the Board of Trustees.

**The undersigned releases and discharges the Board of Trustees from any liability, claims, demands, injuries, damages, actions or causes of action that might occur arising from the use of the Township premises.**

DATE RESERVED \_\_\_\_\_ TIME \_\_\_\_\_ GROUP \_\_\_\_\_

TYPE OF FUNCTION \_\_\_\_\_ (SIGNATURE) \_\_\_\_\_

(ADDRESS) (PHONE) (DATE) \_\_\_\_\_

BY ORDER OF THE \_\_\_\_\_ TOWNSHIP TRUSTIES Revised May 2002

Deposit of \$ 25.00 subject to refund if Monroe Township Hall is left in good condition.

(Fiscal Officer)

Amount of Deposit. \_\_\_\_\_ Amount Refunded \_\_\_\_\_ Date \_\_\_\_\_

**LIABILITY AGREEMENT FOR USE OF MONROE TOWNSHIP HALL PROPERTY**

I, the undersigned, understand that the Monroe Township tables and chairs may be reserved for use by Monroe Township residents free of charge, but only under the following conditions, which I agree to observe:

1. I agree to pay for any damage to said tables and/or chairs that I have borrowed, and I further agree to pay replacement costs for any of the items, which I fail to return.
2. Borrowed items will be picked up and returned on or before the date and time agreed upon below.
4. Individuals causing harm to Monroe Township Hall property or returning borrowed items late may be denied use of facilities in the future, at the discretion of the Trustees of Monroe Township.
5. There is a time limit of 5 days in advance of reserving tables or chairs and a liability agreement is required to be completed in advance of reserving Monroe Township property.

Date Needed: \_\_\_\_\_ Equipment: \_\_\_\_\_

Pickup: \_\_\_\_\_ Return: \_\_\_\_\_

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Address) (Phone)

**BY ORDER OF THE MONROE TOWNSHIP TRUSTEES**

\_\_\_\_\_  
(Fiscal Officer)