

HARRISON TOWNSHIP PARKS & RECREATION
6750 Outville Road, S.W., Pataskala, Ohio 43062
(740) 927-8277

COMMUNITY MEETING ROOM USE REQUEST FORM

Name: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Name of Group: _____ Number Attending: _____

Date Requested: _____ Time In: _____ Time Out: _____

PLEASE BRIEFLY DESCRIBE THE TYPE OF ACTIVITY THAT THE FACILITY
WILL BE USED FOR: _____

Person requesting reservation: _____ Phone #: _____

I have read, understand and agree to abide by the terms of the agreement. I agree to defend, indemnify and hold harmless Harrison Township for all claims, demands, suits and losses including all cost connected therewith arising out of damages caused in whole or in part using this facility. I understand that if any damages occur, or the building is not properly cleaned per the agreement and rules outlined herein are not followed, that the party arranging for use of the facility will be personally and financially liable for any expenses incurred.

Signature of person requesting reservation

Date: _____

Approved by: Authorized Harrison Township Signature

Date: _____

IF PROBLEMS ARISE ON THE DAY OF YOUR EVENT, PLEASE CALL:

Mark VanBuren at (740) 404-8656

Eric Smith at (740) 973-6606

Ray Foor at (740) 927-3036

Township Zoning at (740) 973-3199

HARRISON TOWNSHIP COMMUNITY CENTER

RULES & REGULATIONS

- RESERVATIONS:** Persons reserving the community center must be 21 years old and a resident of Harrison Township. The person making the community center reservation will be held responsible for their groups' conduct and will be responsible for payment to cover any damages incurred. It is the intent of the Harrison Township Trustees, that the meeting room(s) are available for government agencies, homeowners' associations, and service clubs (such as athletics, social organizations, 4-H clubs and scouts).
- BUILDING ACCESS:** The key-pad system is located on the lobby wall. A one-time key code will be provided for your use only.
- PARKING:** Vehicles are permitted to park in front parking lot. Please do not park on the grass. Handicapped parking signs and regulations must always be observed.
- PETS:** Pets are not permitted inside the building. Registered, trained service animals will be permitted.
- SMOKING:** **Smoking is prohibited** inside of the township building. You may smoke outdoors at least 30 feet away from the building with the door to the building closed. Please do not leave cigarette butts on the ground.
- SIGNS:** Please remove and discard any outdoor signs and/or decorations that were used for the event.
- BEVERAGES:** **ONLY WATER IS PERMITTED IN THE COMMUNITY CENTER MEETING ROOM.** Alcoholic beverages are **prohibited everywhere** on township property. Parties possessing alcoholic beverages will be required to leave premises immediately.
- TABLES:** **Do not drag tables across the carpet.** If moved, please return tables to their original location at the end of your event.
- DECORATIONS:** Do not staple, tack, tape or pin anything to walls, doors, tables or window frames. Silly string, rice, birdseed, glitter and confetti is also not permitted. Please do not leave personal property on the premises outside of the rental period.
- CANDLES:** Are not permitted in the building due to fire hazard regulations.
- FLOOR:** Floor is carpeted. There is not a hard surface for dancing. Portable dance floors are not permitted to be brought into the building.
- CLEAN UP:** Please remove all decorations, wipe off tables and chairs and return them to their original location. Empty trash in the meeting room and restrooms and place trash bags in the outer lobby area of the building. Check restrooms and clean if necessary. Pick up any trash etc. from the parking lot prior to leaving.

**PLEASE HELP US KEEP OUR FACILITIES CLEAN & WELL-MAINTAINED
FOR EVERYONE IN THE HARRISON TOWNSHIP COMMUNITY TO ENJOY!**