

# ROOTSTOWN TOWNSHIP – FACILITIES USAGE AGREEMENT

Phone: 330-325-9341 Web: [www.rootstowntwp.com](http://www.rootstowntwp.com)

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

I request use of:

- |                       |     |                          |     |
|-----------------------|-----|--------------------------|-----|
| 1. Town Hall          | ( ) | 3. Clara Root Pavilion   | ( ) |
| 2. Swinehart Pavilion | ( ) | 4. Gracie Field Pavilion | ( ) |

**Rental fee for each facility is \$25.00 – Cash only. No charge for non-profit groups.**

Requested date(s): \_\_\_\_\_

Requested time: \_\_\_\_\_

1. The Town Hall and pavilions can only be rented by Rootstown Township residents.
2. No person(s) under the age of twenty-one (21) may reserve the facilities. The person twenty-one (21) years of age or older, who signs the usage agreement must be in attendance at the date and time reserved.
3. No reservations will be accepted via the telephone, we must have a signed usage agreement to secure a requested date. All usage agreements should be submitted to the Zoning Inspector.
4. Reservations for the following year begin on the first working day of each January. Exceptions are: To reserve for January – reservations will be accepted the previous November; to reserve for February – reservations will be accepted the previous December.
5. This usage agreement, once signed by a township representative, is proof that you've secured the use of the facility in the event someone else is at/using the facility when you arrive. You must take this with you on the day of your use.
6. If an issue arises with someone occupying the facility during your secured time – contact the Portage County Sheriff's Department (330) 296-5100. You must have your use agreement for the Sheriff to inspect and ask the other party to leave.
7. The person reserving the facility is responsible for any damage done by their party. Damages may result in charges to cover repair costs.
8. Rootstown Township is not responsible for any items left or lost in the facilities by the person reserving the facility or any member of their party.
9. The facility must be cleaned before your group leaves the premises. Trash cans are available for your use. Pavilion trash cans will be emptied by the township. Town Hall trash bags need to be emptied into the dumpster at the end of the Township Truck Garage.
10. When using the pavilions observe all general park rules.
11. When using the pavilions the grills are also available for your use.
12. Alcoholic beverages are prohibited in the facilities or on any Township property.
13. When using the Town Hall the requester is responsible for sidewalk snow removal.
14. When using the Town Hall, return tables and chairs to the proper configuration, turn off lights and lock the doors when leaving the building.

I, the undersigned, understand that I am responsible for the actions of any guests, invitees, relatives, or friends who may be part of the function that is sponsored by me or by my organization. I also understand that failure to follow the rules set forth may result in the loss of future use of the facilities.

I have read, understand, and agree to the above stated rules established by the Rootstown Board of Trustees.

\_\_\_\_\_  
Signature of Requester

\_\_\_\_\_  
Signature of Township Representative

Date: \_\_\_\_\_

Date: \_\_\_\_\_