

# ROOTSTOWN TOWNSHIP – FACILITIES USAGE AGREEMENT

Phone: 330-325-9341 Web: [www.rootstowntwp.com/rentals.php](http://www.rootstowntwp.com/rentals.php) Email: [zoning@rootstowntwp.com](mailto:zoning@rootstowntwp.com)

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

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

I request use of:

- |                        |     |                             |     |             |     |              |     |
|------------------------|-----|-----------------------------|-----|-------------|-----|--------------|-----|
| 1. Town Hall           | ( ) | 4. Gracie Field Pavilion    | ( ) | 7. Field #1 | ( ) | 10. Field #4 | ( ) |
| 2. Swinehart Pavilion  | ( ) | 5. Riemenschneider Pavilion | ( ) | 8. Field #2 | ( ) |              |     |
| 3. Clara Root Pavilion | ( ) | 6. Baseball Field           | ( ) | 9. Field #3 | ( ) |              |     |

**Rental fee for each facility: \$30.00 (Residents) or \$60.00 (Non-Residents). Cash Only. No charge for Rootstown non-profit groups.**

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

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

1. Township facilities can be rented by Rootstown Township residents for \$30.00, or by non-Rootstown residents for \$60.00. No charge for Rootstown non-profit groups.
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 Office.
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 or replacement 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 need to be emptied into the dumpster.** A \$20/hr. cleanup cost will be charged if the facility is left in unsatisfactory condition.
10. The baseball field can be reserved for a maximum of three hours. Dugouts must be cleared and trash thrown away before your group leaves the premises. Any holes that are left must be filled in, such as around the pitcher's mound and batter's box.
11. When using the pavilions observe all general park rules. Staples are not permitted to be used anywhere.
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. Decorations are not permitted to be taped or attached to the ceiling.
15. Cancellations must be made at least two weeks before the requested date in order to receive a refund.

I, the undersigned, release and discharge the Rootstown Board of Trustees from any liability, claims, demands, injuries, damages, actions or causes of action that might occur arising from use of this facility. I 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: \_\_\_\_\_