HINCKLEY TOWNSHIP ADMINISTRATION
1410 Ridge Road - Hinckley, Ohio 44233
330-278-4181 • www.hinckleytwp.org

HINCKLEY TOWNSHIP PROPERTY RENTAL AGREEMENT

CDC GUIDELINES ARE TO BE FOLLOWED

Please Print and Present in Person to Hinckley Town Hall

Applicant (Responsible Party)

Name: _____

Address: _____

_____

Phone: _____

Email: _____

Today's Date: _____

Please call Hinckley Town Hall to confirm availability.

Rental Information

Date(s): _____

_____

Group/Activity: _____

# of Guests: _____

Time Frame: _____
(including set-up/clean-up time)

Facilities are available to rent by residents or current Township employees in good standing.

The individual renting the facility must present a current legal Photo ID.
Please Note: The individual named as Applicant is the responsible and obligated party. Any damages incurred will be charged to the individual listed under "Applicant".

- The Rental Fee includes a $100.00 security deposit that will be returned to the applicant for facilities rented, if left in good order as specified in the Rental Policies & Procedures**.** Refund may take 2-3 weeks to process.
- The rental fee is to be paid by ***check*** payable to **Hinckley Township**.
- Non-profit organizations are exempt from fees, except when deemed necessary by the Board of Trustees. All organizations must provide a copy of their certificate of liability insurance.

CHECK Facility Rental Requested:

(Capacity)

- ☐ Town Hall Meeting Room (83)
- ☐ Senior Room (38)
- ☐ Community Room (325)
- ☐ Other _____

_____

RENTAL FEE (including deposit of $100) **= $150.00**

☐ Brongers Park → **DEPOSIT FEE = $50.00**

OFFICE USE ONLY

Non-Profit Fees Waived: ☐ _____

Total: _____

Check#: _____

Receipt #: _____

Refund Request: Approved Denied

Remarks:

_____

Date Submitted to Fiscal Officer:

_____

Residents and/or current Township employees renting the Town Hall Meeting Room are required to unlock and lock the meeting room doors using a keypad. The code assigned and instructions will be given to you prior to the date of the rental.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

Applicant, _____, agrees and will indemnify and hold harmless the **Township of Hinckley**, its Trustees and their agents and employees from and against all claims, damages, loss or expenses, including attorney's fees, arising out of or resulting from Applicant's utilization of Hinckley Township property, and/or anyone's use associated with Applicant.

Print Name: _____ Applicant Signature: _____

Date: _____ Township Representative Signature: _____

Facility Access will be granted by the Hinckley Police. Please call one hour prior to Open & Close: 330-278-7161

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TOWN HALL MEETING ROOM & BOARD ROOM

The Town Hall Meeting Room is equipped with a stove, refrigerator and microwave oven. A water dispenser is available. Additionally, it offers five, 8-foot rectangular tables and 50 chairs. Please indicate below the setup that is needed.

Please specify numbers needed: Tables: _____ Chairs: _____

The applicant is responsible for wiping down all hard surface areas prior to their use.

BRONGER'S PARK & PAVILION

Bronger's Park has many nice features for outdoor gatherings. There is a pavilion with electricity, charcoal grills, a playground and horseshoe pit. The Pavilion contains seven, 6-foot picnic tables.

RENTAL POLICIES & PROCEDURES

- Renters must adhere to the time frame listed on the Rental Agreement.
- Park Rules posted at entrance are to be met at all times.
- Hinckley Township furnishings are not to be removed.
- Fires are permitted only in grills and fire pit. All fires must be extinguished completely prior to leaving the facility.
- Nothing is to be taped, stapled, tacked or attached in any manner to the walls, woodwork, picnic tables in the pavilion, or tables in the building.
- Tables in Town Hall should be protected with tablecloths or placemats.
- Tables should be wiped clean and all garbage should be picked up.
- Kitchen and appliances should be clean and in working order.
- Garbage should be removed and put into the dumpster on the side of the police station... not the recycle bins.
- Alcohol is ***not*** permitted.
- Adult supervision of minors is required.
- Vehicles are only permitted to park in designated areas.
- Vehicles cannot at any time block the flow of traffic or park in front of the Police Station.
- No smoking inside any township structure.
- Hinckley Township does not assume ***any*** liability for lost or stolen property and/or personal injuries sustained during use of the premises.

FACILITY USE AGREEMENT

I have received and agree to follow the Rental Policies and Procedures set forth by the **Township of Hinckley**. I understand that the facility reservation stands for only the time stated on the facility agreement issued by Hinckley Township. Failure to leave by stated time may result in a portion or all of the security deposit being withheld. Failure to leave the rental facility in the condition in which it was rented will result in a portion or all of the security deposit being withheld. Excessive cleaning or damage to facility or equipment will be charged in addition to loss of the security deposit.

Print Name: _____ Applicant Signature: _____

Date: _____ Township Representative Signature: _____