

SPRINGFIELD TOWNSHIP  
HALL

RENTAL CONTRACT

7617 Angola Road  
Holland, OH 43528

**For non-emergencies or after  
business hours contact:**

Andy Hohlbein: 419-350-5506  
Dave Tillman: 419-350-2011

**For emergencies dial 911**

**Applicant Information:**

Name (Individual/Group/Organization): \_\_\_\_\_

Resident \_\_\_\_\_ Non-Resident \_\_\_\_\_ Twp. Employee \_\_\_\_\_ Retired Employee \_\_\_\_\_

Designated Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Alternate Telephone: \_\_\_\_\_

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

**Return of deposit address:**

Check here if same as above: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Rental Information:**

Date(s) of Rental: \_\_\_\_\_

Hours of use: \_\_\_\_\_ to \_\_\_\_\_ (Earliest arrival time is 9:00 am)

Expected Attendance: \_\_\_\_\_

Use of Township Hall (describe the intended use of the Township Hall, the event and the attendees):

\_\_\_\_\_  
\_\_\_\_\_

Office use only: Key out: \_\_\_\_\_ Key in: \_\_\_\_\_

## **CONDITIONS OF USE**

Springfield Township, Ohio (“Springfield Township”) agrees to rent to the individual/Group/Organization listed on contract (“Sponsor”), and Sponsor agrees to rent from Springfield Township, the Township Hall identified on contract according to the following terms and conditions:

1. All of the information set forth by Sponsor pertaining to the intended Use of Township Hall, the number of people attending and the purpose and nature of the event are represented by Sponsor to be true and correct and is specifically incorporated into this Agreement. Any misrepresentation or inaccuracy in such information shall constitute sufficient cause for immediate termination of Sponsor’s right to occupy the Township Hall on the stated Date(s) of Rental and shall result in forfeiture of any monies paid to Springfield Township.
2. Sponsor agrees that Sponsor will not maintain, commit or allow the maintenance or commission of any nuisance in the Township Hall, and that Sponsor will not allow the occupation or use of the Township Hall for any unlawful purpose.
3. Access to the Township Hall will be granted only within the times and dates set forth on contract. Time in shall include all Sponsor setup and time out shall include all Sponsor cleanup.
4. Sponsor is responsible for removal of all items brought into the Township Hall by Sponsor, Sponsor’s vendors or attendees. Items not immediately removed at the end of the rental period shall be considered abandoned and Springfield Township may dispose of such items without liability to Sponsor, Sponsor’s vendors or attendees.
5. **ALCOHOL IS PERMITTED, BUT MUST REMAIN ON THE PREMISES OF THE TOWNSHIP HALL. NO EXCEPTIONS.**
6. A security deposit must be submitted with the completed contract. The security deposit shall be applied to the reasonable cost of any loss or damage suffered by Springfield Township that results from Sponsor’s use of the Township Hall, including cleaning cost. Any unused portion of the security deposit will be returned to Sponsor within thirty (30) days following the Date(s) of Rental, together with an itemized statement of any deductions from the security deposit. Any inaccuracy in the Sponsor’s address as set forth in the Applicant Information, above, shall result in forfeiture of the security deposit.
7. ***Entire balance of rental must be paid 14 calendar days prior to rental.*** If this Contract is accepted by Springfield Township within ten (10) days of the Date(s) of Rental, the rental fee shall be paid upon acceptance of the Contract by Springfield Township.
8. A \$35.00 fee will be charged to sponsor for any returned checks.
9. Event and clean-up must be completed by 12:00 am on rental date.
10. Table tops and must be wiped and free of debris.

11. All garbage and waste must be cleared from the Township Hall, and placed in dumpster located on side Township property.
12. A favorable inspection report must be received from the Department of Public Services for return of deposit.
13. Sponsor's Use of Township Hall must comply with all Springfield Township Zoning Regulations.
14. No smoking is permitted in any part of the Township Hall, nor any entranceways to the Township Hall, including sidewalks and parking lots.
15. Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into the Township Hall.
16. Sponsor accepts the Township Hall in the current, "AS IS" condition it is in as of the Date(s) of Rental, subject to all defects therein, whether concealed or otherwise, except hidden through a reasonable inspection by Sponsor, and Sponsor releases and forever discharges Springfield Township from any and all damages of every kind and nature arising hereunder. Sponsor's taking possession of the Township Hall shall be conclusive evidence against Sponsor that the Township Hall was in good order and satisfactory condition when Sponsor took possession. Sponsor acknowledges that neither Springfield Township any agent or employee of Springfield Township has made any representations or warranties with respect to the condition of the Township Hall or with respect to the sufficiency of the Township Hall for Sponsor's intended Use of Township Hall.
17. Sponsor agrees to keep the Township Hall, together with all improvements, fixtures and equipment thereon, in a clean, safe, good and proper condition, and neither Sponsor nor any other person in the Township Hall during the Date(s) of Rental (whether or not an invitee of Sponsor) shall alter, remove, deface, damage or destroy the Township Hall or any improvements, fixtures, equipment, or other property thereon. If any such property is altered, removed, defaced, damaged or destroyed, Sponsor shall be liable to Springfield Township therefore, regardless whether Sponsor had knowledge of, participated in, or permitted the same and regardless whether the same was intentionally or negligently done. Sponsor further agrees that the security deposit shall not limit Sponsor's liability for such alteration, removal, defacing, damage or destruction.
18. Motorized vehicles shall not be driven on any area except the paved roadways or parking areas.
19. Springfield Township reserves the right to hold entire deposit if rental is cancelled no less than 14 days of rental date.
20. Rental fee returns due to inclement weather are at the discretion of the Springfield Township Administrator.
21. Springfield Township may refuse rental for reasons which include, but are not limited to; non-payment, abuse of facilities, lack of supervision, violating policy, etc.

22. Sponsor agrees that Springfield Township reserves the right to eject any person or group of persons from the Township Hall that does not abide by the conditions set forth in this Contract or that engages in disorderly or disruptive behavior. Sponsor further agrees that Springfield Township may terminate this Contract if, in the sole determination by Springfield Township, the Use of Township Hall would be detrimental to the best interests of Springfield Township or whenever conditions otherwise warrant such termination. Springfield Township shall not be responsible for any loss or damage claimed by any person or group of persons by reason of any such ejection or termination.
23. Sponsor must have and provide proof of a current \$300,000 per occurrence liability insurance policy. Springfield Township is to be named as an additional insured.
24. Key to Township Hall can be picked up at the Springfield Township Administration Office 2 business days prior to rental date.
25. Key to Township Hall must be returned to the Springfield Township Administration Office 2 business days after rental date.
26. To the fullest extent permitted by law, Sponsor shall indemnify and hold harmless Springfield Township, Ohio and its Trustees, officers, directors, administrators, agents, employees, representatives, affiliates, successors and assigns from and against any and all demands, claims, causes of action, fines, penalties, damages, losses and expenses (including, without limitation, attorneys' fees, court costs and litigation expenses) incurred in connection with or arising from (a) the condition, location, use and occupancy of the Township Hall by Sponsor or any person claiming under Sponsor; (b) any activity, work or thing done or permitted or suffered by Sponsor to be done in, on or about the Township Hall; (c) any acts, omissions, or negligence of Sponsor or any person claiming under Sponsor, or the employees, representatives, agents, contractors, invitees or visitors of Sponsor or any such person; (d) any breach, violation or non-performance by Sponsor or any person claiming under Sponsor or the employees, representatives, agents, contractors, invitees or visitors of Sponsor or any such person of any law, ordinance or governmental requirement of any kind; or (e) any injury or damage to the person, property, or business of Sponsor, its employees, representatives, agents, contractors, invitees, visitors or any other persons entering upon the Township Hall under the express or implied invitation of Sponsor, unless such loss, damage or injury is a consequence of a breach of a duty undertaken by Springfield Township under this Contract. If any action or proceeding is brought against Springfield Township, Ohio, or its Trustees, officers, directors, administrators, employees, representatives, agents, affiliates, successors or assigns by reason of any such claim, Sponsor, upon notice from Springfield Township, Ohio, will defend the claim at Sponsor's expense with counsel reasonably satisfactory to Springfield Township.

The person signing this Contract on behalf of Sponsor represents that such person has the authority to sign on behalf of the Sponsor and to bind the Sponsor to the terms set forth herein, and Springfield Township shall be entitled to rely on such representation and authority. The person signing this Contract on behalf of Sponsor shall be personally responsible if such representation and authority is not true.

**SPONSOR:**

**SPRINGFIELD TOWNSHIP, OHIO**

\_\_\_\_\_  
(Name of Individual/Group/Organization)

By: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

**FOR OFFICE USE ONLY**

Date application received: \_\_\_\_\_

**FEES:**

Deposit: \_\_\_\_\_ Township Hall Rent: \_\_\_\_\_ Total Due: \_\_\_\_\_

Date deposit paid: \_\_\_\_\_ Check# \_\_\_\_\_ CC# \_\_\_\_\_ Receipt# \_\_\_\_\_

Date rent paid: \_\_\_\_\_ Check# \_\_\_\_\_ CC# \_\_\_\_\_ Receipt# \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date