



Harlem Township

ESTABLISHED 1810

Board of Trustees

3883 S. State Route 605 Galena, Ohio 43021

740-965-2661

Conditions of Use

Harlem Township Community Room

* The primary/priority use of the Township facilities will be for official township business, and for the use of all departments for training and education.

* The Board of Trustees reserves the right to cancel any reservation for the use of the Community Room at their sole discretion, at any time they deem to be in the best interest of the Township.

Approved Uses:

Public Service groups: to include; Civic organizations, Senior citizens groups, Scouts, Block-watch groups, Historical groups, Youth athletic associations, 4H Groups, Homeowners associations, governmental agencies, other township based non-profit groups and organizations or committees at the discretion of the Board.

Resident only uses: Funeral receptions, Anniversary receptions, and others at the sole and absolute discretion of the Board.

Policies/Guidelines:

- Room capacity: 100 - chairs only, 50 - with tables and chairs.
- Completion of written application for use, by a township resident, no less than 14 days prior to the date of use and approval by township official. (depending upon availability) Application may be delivered by mail, e-mail, fax(740-965-1310) or in person at the township building.
- Hours of Use: 8:00am – 11:00pm. Must be vacated by 11:00pm.
- No “for-profit” business meetings permitted in the facility; without express consent of the Board of Trustees
- Groups are required to keep the facility clean by placing all trash in trash cans and returning the room to its original set-up prior to leaving. Additional trash bags are located below sink in the kitchenette. Full trash bags may be deposited in the trash dumpster located behind the building.
- No smoking inside the facility and no alcoholic beverages are permitted on Township property.
- Food may not be served without prior approval of the Board.
- Facility use includes: the rear foyer and hall, restrooms, community room and kitchenette.
- Children must be supervised at all times and fire department living quarters, apparatus bays and offices shall be off-limits; with the exception of pre-arranged facility/equipment tours with fire department personnel.



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Conditions of Use (cont.)

- No use of township telephones, audio/visual equipment or computers is permitted without express prior approval of the Board.
- Responsible party agrees to reimburse the township for any damages to the facility, building, equipment, furniture or fixtures.
- Do not attach decorations, posters, signs or similar items to the facility.
- Remove all personal property at the end of the use period.
- Be responsible for the group's conduct; groups that abuse the facility or violate the rules and regulations will not be issued permission for future use and will be charged for damages.
- The Township maintains the right to request proof of residency from all potential users in the form of a current utility bill or other documentation.
- The Board will designate one trustee or other township official the responsibility of reserving, scheduling and other record keeping for the use of the room.
- With the exception of official township business uses, the room will be scheduled on a first-come first-served basis.
- The "museum" area and displays in the room are not to be touched or disturbed in any way.
- The room may be reserved for three dates at a time, unless approved by the Board. Reservations for additional dates by the same group will not be accepted any sooner than 7 days prior to the third use, unless approved by the Board.
- Any fees associated with the use of the facility will be determined at the discretion of the Board. Use of the audio/visual equipment may have an associated fee, permission for the use of said equipment and/or any associated fee will be at the sole discretion of the Board.
- User will be issued a "proximity" key card for the public entrance at the rear of the building to gain access for their group. Key cards are to be placed in the key drop box, located in the rear entryway after the event. Failure to return the key card will result in \$ 10.00 fee for replacement and the card will be de-activated in the system.
- Event/meeting attendees or participants shall utilize the rear "public entrance" and shall use the rear parking area.

Revised: June 1, 2010