

Indemnity (Hold Harmless) Agreement

The users of the Miami Township Government Center shall indemnify, hold harmless, and defend Miami Township, Montgomery County, Ohio, its elected and appointed officials, all employees, agents, all boards, commissions, and all volunteers against any and all liability, loss, costs, damages, expenses, claims or actions, including any attorney fees which Miami Township, its officers, employees, agents, all boards, commissions, and volunteers may incur or be required to pay, arising out of or by any act or omission on the part of the user, while occupying any part of the Miami Township Government Center, or while engaged in Government Center activities.

The user understands that Miami Township is **NOT** liable or responsible in any way for injuries sustained, damages incurred, or accidents occurring during the user events and activities taking place at the Miami Township Government Center.

My signature on the Miami Township Event Registration Form confirms that I am at least **twenty-one (21) years of age**, and I have read and understand the preceding statement, releasing Miami Township from any and all liability in regard to my groups/organizations use, or my own use, of the Miami Township Government Center.

Miami Township Event Usage Policy

Purpose

The Miami Township Community Room and Park Shelters are available for public gatherings of Miami Township residents and affiliated groups when the space is not being used for Township activities. Use of the Community Room and Park Shelters must take place in a responsible manner and without interference to Township activities or operations.

Publicity

1. The name, address, phone number or website of Miami Township may **NOT** be used as the official address, headquarters, or identifier of an organization.
2. The use of the Community Room shall **NOT** be publicized in such a way as to imply Township sponsorship of the group's activities.

Community Room Policies

Community Room Use

1. General Community Room Hours are 8:00 AM – 9:00 PM.
2. Community Room usage is limited to Miami Township residents or businesses. Proper proof of residency (driver's license, utility bill, etc.) or business affiliation (business card, etc.) will be required at the time of application.
3. Private company functions for the public are not permitted.
4. Meetings planned by a company or individual to promote, advertise, or lead to the sale of a product or service are not permitted.
5. No one under the age of 21 is permitted to reserve the Community Room.
6. The Community Room occupancy is limited to a maximum of 50 people.
7. Individual use of the Community Room can be approved at the sole discretion of the Township Administrator.
8. Children's parties are prohibited from using the Community Room.
9. Use of the kitchen must be requested on the Township application form at the time of application.
10. An Access Card will be issued to the applicant on the provided form. This card must stay with the signatory of the form and may not be transferred to any other individuals or groups.

Community Room Fees and Liabilities

1. The Community Room will require a non-refundable deposit to be provided when the application is completed for the use of the room.
 - a. The fees, payable by cash or check, for using the Community Room are as follows:
 - i. Residents
 1. Event (8:00AM – 5:00PM weekdays) - \$20 fee / event
 2. Event (after 5:00PM and weekends) - \$25 fee / event
 - ii. Businesses
 1. Event (8:00AM – 5:00PM weekdays) - \$30 fee / event
 2. Event (after 5:00PM and weekends) - \$35 fee / event
2. The Access Card may be picked up no more than five (5) days before the event.
 - a. If the Access Card is returned to the Township within one (1) week of the final event, a refund of \$5.00 will be granted.
 - b. If usage of the room is during normal Township hours (8:00 AM and 5:00 PM), excluding holidays, no card will be issued.
3. The fees for all events must be paid upfront and will not be returned if a resident/business cancels their event within two (2) weeks of the reservation.
4. Refunds will be sent upon reservation cancellation more than (2) two weeks of the reservation, access card or park key return within the allotted time frame. Refunds will be processed from the Finance Department and mailed to the name and address on the Event Registration Form within 4-6 weeks.

5. Groups shall forfeit any future use of the Community Room if they cause damage to or loss of Township property, including access cards or the room is not left in the condition in which it was found.
6. The Township is not liable for injuries to people or damage to the property of organizations using the Community Room.
7. Events may be booked up to (6) six months in advance to ensure availability to all residents and businesses in Miami Township.

Community Room Guidelines for Use

1. Use of the Community Room must be contained to the Community Room; the common areas are only to be used to enter/exit the building or access the public restrooms.
2. Each group using the Community Room is responsible for setting up the room and returning the room to its original condition. Failure to return the room to the original condition could lead to additional cleaning charges, as determined by the Township.
 - a. There are 14 rectangular tables (8 ft. long) and 40 chairs available, which are in the hallway off the Community Room.
3. Township staff **WILL NOT** set up or take down chairs or tables.
4. Township **WILL NOT** supply more, or permit more chairs or tables to be brought in.
5. A projection screen is available, but no audio-visual equipment will be provided.
6. Wi-fi is available but is not guaranteed; the Township is not responsible for providing a working internet connection.
7. The Township is unable to provide storage space for groups using the Community Room; therefore, any food, beverages, or personal items left in the room on the day following a meeting will be discarded.
8. **Prohibited Items/Use:**
 - a. Alcohol
 - b. Open flames (candles, etc.)
 - c. Glitter, confetti, or other similar materials
 - d. No children's birthday parties
9. Community Room and Kitchen Cleaning Guides are posted for your reference within the designated areas.

Community Room Reservations and Cancellations

1. An application for the use of the Community Room must be completed and signed by a representative of the group, who must be a Miami Township Resident or Business Representative and approved by the Township before use of the room commences.
2. Reservations for the use of the Community Room must be made no less than one (1) week in advance.
3. A maximum of two (2) meetings per month may be scheduled by any individual or group unless special authorization is granted.
4. Reservations are accepted no more than six (6) months in advance to ensure residents have sufficient opportunity to use the facilities.
5. Requests will be considered on a first-come, first-serve basis. A completed application and payment must be received before a date will be considered reserved.
6. Applicants will receive a copy of the signed reservation form once they have paid in full and the date has been approved.
7. The Township reserves the right to cancel reservations without notice for any reason. Fees for the specific event will be returned in full if this circumstance should occur.
8. The Township should be notified as soon as possible if a meeting scheduled for the Community Room has been canceled. Please call 937-433-9969 during regular business hours to cancel a reservation.

Community Room Cleaning Guidelines

- Decorations may **NOT** be taped or stuck to the walls
- Clean all tables and floors - should be free of debris, crumbs, and any sticky residue
- Wipe down glass doors/windows of any marks and fingerprints
- Remove all items/decorations from your event
- Tables and chairs must be put back in their original position
- All trash should be placed in the appropriate container
- Cleaning supplies (mop, bucket, broom, dustpan, etc.) are available in the kitchen

Kitchen Cleaning Guidelines

- Turn stove/oven off, and clean the cooktop surface, oven, and microwave
- Let us know if you spill anything inside the stove when you return your access card
- Remove all your event items from the refrigerator
- Clean kitchen counters and sink - should be free of debris, crumbs, or any sticky residue
 - No food/debris should be left in the sink
- **Please note there is NOT a garbage disposal**
- All trash should be placed in the appropriate container
- Cleaning supplies (mop, bucket, broom, dustpan, etc.) are available in the kitchen