Turtlecreek Township
670 N. State Route 123
Lebanon, Oh 45036-9512
Phone: (513) 932-4902
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APPLICATION FOR THE USE OF THE TOWNSHIP MEETING ROOM

Although primarily intended for Township business and functions, the Meeting Room may be reserved and used for an occasional meeting or other function by township residents. Total room capacity is 75(dependent on configuration).

The Meeting Room is available during the week (Monday through Friday) between the hours of 8:00 A.M. to 9:00 P.M. as long as it is not being used for township business (Board of Trustees, Fire/EMS, Road and Bridge Department and/or Administration). Use on weekends and later than 9:00 p.m. may be considered and arranged by special request and by the approval of the Board of Trustees on an individual function-need basis. **Application for use of the Meeting Room should be received by Trustees at least 30 days prior to event for the approval process.**

Use of the meeting room for **individual purpose** in not permitted. (Baby showers, birthday parties, wedding showers or receptions, etc.)

The Township Trustees maintain the right to deny use of its room if the Trustees feel a particular function may not be suitable or does not comply with the intended function of a public building or would be disruptive to routine township business.

The following rules must be observed:

- No Smoking or Alcoholic Beverages.
- Admission may not be charged. No soliciting of any kind (i.e., fundraising, political/ballot issues, telemarketing).
- All meetings/functions must end, and all attendees must leave the building by the agreed upon ending time for all uses.
- Meeting Room not available on a recurring basis, scheduling on individual basis.
- The arranging of furniture must be done by the user and returned to the original position.
- Food and/or drinks are not permitted in the meeting room under any circumstance.
- **It is the responsibility of the user to clean and leave the room in the original condition before leaving the building.** Should the carpet or other items be damaged or soiled, the person responsible shall be responsible on behalf of the group for any charges that may be required for carpet cleaning and/or table or chair repair or cleaning.

Today's Date:_____ Email: _____

Name:_____Phone # _____

Address: _____
Street City State Zip

Organization (if applicable): _____

Date of Meeting: _____

Start Time of Meeting: _____ End Time of Meeting: _____

Purpose of use: _____

Estimated attendance:_____

I will see that the above rules are observed. I understand that if these rules are violated, the group will no longer be permitted to use the meeting room.

Applicant Signature_____ Date _____

Township authorization:_____ Date _____

Revised 1/31/2022