

ROBERT W. DEPKE



WARREN TOWNSHIP CENTER

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Donna L. Radke
Trustee

Bill Gill
Trustee

Kenneth B. Echtenacher
Trustee

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Trustee

APPLICATION FOR USE OF WARREN TOWNSHIP SHELTERS

Date of Application _____

Date of Use _____

Shelter A C F G

Time of Use Start: _____ End: _____
Use is limited to 9:00 a.m. to 8:30 p.m., Sunday through Saturday. Security locks the Township Gates at 9:00 p.m.

Purpose of Use _____

Estimated Attendance _____

Name of Individual _____
Must be a Township Resident

Street Address _____

City _____ Zip Code _____

Phone _____

Name of Organization _____
Must be a Township Resident

Not-for-profit?
 Yes
 No

Street Address _____

City _____ Zip Code _____

Phone _____

Rental Fees:

Size	Shelter	Capacity	Included Tables	Water	Electric	Cost	Maximum Tables	Extra Table
Large	B	75	9	No	Yes	\$120.00	12	\$10.00
	C							
Medium	D	45	5	No	Yes	\$60.00	7	
Small	A*	30	3	No	Yes	\$40.00	5	
	E				No			
	F							
	G							

*Shelter A is a brown bag shelter = no open fires/grills.

Shelter Cost _____ + Extra Table Cost _____ = Total Fee _____

Users of this application are subject to the following terms and conditions:

1. A deposit with Warren Township in the sum of \$150.00 as a security deposit to insure the return of the shelter in the same condition as when it was made available and that the Township does not incur any additional costs by the user. Warren Township may require a larger deposit based upon past use or the nature of the activity.
2. The Organization/Individual shall be fully responsible for any damage to the space assigned to them by the Township and agrees to be liable for all costs of cleanup, repairs, or replacements which are required to restore the space to the same condition as of the time it was turned over to them. The security deposit shall be forfeited for these expenses. However, the organization/individual is still responsible for costs in excess of the security deposit.
3. The Organization/Individual agrees to indemnify and hold Warren Township harmless against all claims or demands of any nature whatsoever arising out of or related to the use of the space, and agrees to reimburse Warren Township for all costs and expenses, including reasonable attorney's fees incurred by Warren Township in enforcing this Agreement.
4. The shelter/space is limited to not-for-profit use.
5. The following representations and warranties are connected with this agreement and its use of the space:
 - a. The shelter/space is available only for use by the Warren Township Community.
 - b. No alcoholic beverages are to be dispensed or consumed by individuals using the premises.
 - c. The Organization/Individual is solely responsible to clean the shelter/space after their use. If the area is left in a dirty or unsightly condition, a custodial fee will be charged, and continued use will be conditional.
 - d. The Organization agrees to furnish a responsible person to sign the application and take responsibility for the space.
 - e. Warren Township is a Smoke Free Campus. Smoking is prohibited on the property.
 - f. Attaching or affixing materials to any part of the Shelter is strictly prohibited, unless approved in advance, in writing.
 - g. Tents, air toys, or any other similar items that an organization/individual wishes to bring onto the property is by permit only, and must list Warren Township as an additional insured on a Certificate Insurance and provide a copy to the township.
 - h. Fund Raising is by permit only.
6. The Township reserves the right to cancel and/or modify this agreement, as may be required.
7. As the Town Board deems necessary, the Organization/Individual must provide Warren Township with a Certificate of Insurance naming the Township as an additional insured. Failure to provide such Certificate of Insurance will prohibit the Organization/Individual from the use of Warren Township facilities. Insurance coverage is required in not less than the following amounts:
 - a. Bodily injury in amount not less than one million dollars (\$1,000,000.00) per person and one million dollars (\$1,000,000.00) per occurrence.
 - b. Property damage in amount not less than one million dollars (\$1,000,000.00).
8. Two checks, one for the security deposit and one for the rental fee, are required. The security deposit check will be destroyed following the end of the usage should everything be left in an acceptable condition.
9. The approved application represents a conditional use permit. Additional permits may be required. Furthermore, any and all rules and requirements as set forth in the Warren Township Ordinances apply.

- 10. If the Organization/Individual anticipates large quantities of trash being generated by their event, they must notify the Township in the application. Failure to notify, or leaving large quantities of trash in or around the shelters or on the grounds will result in the forfeiture of the security deposit as part of the cleanup fee.
- 11. Refunds: Cancellations must be made at least thirty (30) days before the event.
- 12. Groups exceeding capacity will forfeit their security deposit.
- 13. PETS ARE NOT ALLOWED ON TOWNSHIP PROPERTY.

Do you plan on using tents, air toys or similar items? Yes No _____
Initial

Will you be out by 8:30 p.m.? Yes No _____
Initial

Individual _____ Date _____
Signature

FOR OFFICE USE ONLY:

Security Deposit

Yes No Amount: _____ Date: _____

Use Fee

Yes No Amount: _____ Date: _____

Approval:

Accepted
 Denied

By: _____