



**RESOLUTION: 13-04  
ADOPTED: 2-13-13**

**AGREEMENT FOR USE OF SAGAMORE HILLS TOWNSHIP  
SAFETY CENTER MEETING ROOM  
11551 VALLEY VIEW ROAD, SAGAMORE HILLS, OH 44067**

<b>NAME:</b>	<b>EVENT DATE:</b>
<b>ADDRESS:</b>	<b>EVENT:</b>
<b>CITY:</b>	<b>ZIP CODE:</b>
<b>TELEPHONE:</b>	<b>TIME:</b>
<b>TODAY'S DATE:</b>	<b>EMAIL:</b>
<b>AMOUNT DUE BY:</b>	<b># PERSONS:</b>
	<b>AMOUNT: \$35.00</b>

Enclosed are two copies of the Meeting Room Agreement. Please read the agreement prior to signing and call if you have any questions. If you wish to confirm your reservation for the above date, please sign one copy and return it with your payment. Please note that checks or money orders are the only form of payment that can be accepted. Thank you for selecting Sagamore Hills Township for your event.

**CHECKS SHOULD BE MADE PAYABLE TO SAGAMORE HILLS TOWNSHIP. CASH CANNOT BE ACCEPTED.**

Effective February 13, 2013 there will be a charge of thirty-five dollars (\$35.00) per meeting for all non-profit non-governmental organizations. **Food is not permitted at these meetings.** Water, however, may be served.

**PLEASE READ THE FOLLOWING RULES CAREFULLY AND CONTACT THE ADMINISTRATIVE ASSISTANT IF YOU HAVE ANY QUESTIONS. FAILURE TO COMPLY WITH THE RULES LISTED BELOW WILL RESULT IN FORFEITURE OF YOUR DEPOSIT AND WILL NECESSITATE PROHIBITION OF ANY FUTURE USE OF THE FACILITY.**

1. See the Police Dispatcher to open the building for your group. **TO INSURE THE BUILDING IS LOCKED WHEN YOUR GROUP LEAVES THE BUILDING, YOU ARE REQUIRED TO NOTIFY THE DISPATCHER WHEN YOUR GROUP LEAVES THE BUILDING.**
2. The Police entrance may not be used under any circumstances. Use the door on the Dunham Road side of the building when entering or exiting.
3. The meeting room may not be scheduled for use before 9:00 A.M. and must be vacated by 10:00 P.M.
4. Positively no parking in the police car parking area. Park on the Dunham Road side of the parking lot only. Police cars must have clear access **AT ALL TIMES.**
5. **ALCOHOLIC BEVERAGES AND SMOKING ARE PROHIBITED.**
6. There are seven (7) tables and extra chairs available in the meeting room storage closet. **Room setup is your responsibility.**
7. The Fire Marshal allows a maximum of sixty (60) people in the room.
8. You will be required to bring your own cleaning supplies and vacuum cleaner.
9. Please insure the carpeting has been vacuumed. The black padded stack chairs **MUST** be **reset on the floor, meeting style.**
10. Restrooms are available in the main lobby of the township. The restrooms must be left in good order.
11. Storage facilities are not available.
12. **DAMAGE TO ROOM OR FURNITURE IS THE RESPONSIBILITY OF THE GROUP/INDIVIDUAL USING THE FACILITY.**
13. A non-resident employee may use the room.

By Order of the Board of Trustees  
Sagamore Hills Township

**Please sign, as your understanding and acceptance of these guidelines and regulations. Return one copy with fee payment.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date