

**SPRINGFIELD TOWNSHIP  
NON-PROFIT  
RENTAL CONTRACT**

**For non-emergencies or after  
business hours contact:**

Andy Hohlbein: 419-350-5506  
Dave Tillman: 419-350-2011

**For emergencies dial 911**

**Applicant Information:**

Name (Individual/Group/Organization): \_\_\_\_\_

Designated Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Alternate Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**If Quarterly:**

Meeting 1 \_\_\_\_\_ Meeting 2 \_\_\_\_\_

Meeting 3 \_\_\_\_\_ Meeting 4 \_\_\_\_\_

**Township Hall \_\_\_\_\_ Park Place \_\_\_\_\_ Shelter House \_\_\_\_\_ Gazebo \_\_\_\_\_**

Purpose of use \_\_\_\_\_

Hours of use \_\_\_\_\_ to \_\_\_\_\_

Expected attendance \_\_\_\_\_

**Rental Information:**

Date(s) of Rental: \_\_\_\_\_

Hours of use: \_\_\_\_\_ to \_\_\_\_\_ (Earliest arrival time is 9:00 am)

Expected Attendance: \_\_\_\_\_

Office use only: \_\_\_\_\_ Key out: \_\_\_\_\_ Key in: \_\_\_\_\_

## **CONDITIONS OF USE**

Springfield Township, Ohio (“Springfield Township”) agrees to rent to the individual/Group/Organization listed on contract (“Sponsor”), and Sponsor agrees to rent from Springfield Township, the Rental Hall identified on contract according to the following terms and conditions:

1. All of the information set forth on contract by Sponsor pertaining to the intended Use of Rental Hall, the number of people attending and the purpose and nature of the event are represented by Sponsor to be true and correct and is specifically incorporated into this Agreement. Any misrepresentation or inaccuracy in such information shall constitute sufficient cause for immediate termination of Sponsor’s right to occupy the Rental Hall on the stated Date(s) of Rental and shall result in forfeiture of any monies paid to Springfield Township.
2. Sponsor agrees that Sponsor will not maintain, commit or allow the maintenance or commission of any nuisance in the Rental Hall, and that Sponsor will not allow the occupation or use of the Rental Hall for any unlawful purpose.
3. Access to the Rental Hall will be granted only within the times and dates set forth on contract. Time in shall include all Sponsor setup and time out shall include all Sponsor cleanup.
4. Sponsor is responsible for removal of all items brought into the Rental Hall by Sponsor, Sponsor’s vendors or attendees. Items not immediately removed at the end of the rental period shall be considered abandoned and Springfield Township may dispose of such items without liability to Sponsor, Sponsor’s vendors or attendees.
5. **ALCOHOL IS PERMITTED, BUT MUST REMAIN ON THE PREMISES OF THE RENTAL HALL. NO EXCEPTIONS.**
6. A security deposit must be submitted with completed contract. The security deposit shall be applied to the reasonable cost of any loss or damage suffered by Springfield Township that results from Sponsor’s use of the Rental Hall, including cleaning cost. Any unused portion of the security deposit will be returned to Sponsor within thirty (30) days following the Date(s) of Rental, together with an itemized statement of any deductions from the security deposit.
7. Entire balance of rental must be paid 14 calendar days prior to rental. If this Contract is accepted by Springfield Township within ten (10) days of the Date(s) of Rental, the rental fee shall be paid upon acceptance of the Contract by Springfield Township.
8. A \$35.00 fee will be charged to sponsor for any returned checks.
9. Event and clean-up must be completed by 11:00 pm on rental date.
10. Table tops and must be wiped and free of debris.
11. All garbage and waste must be cleared from the Rental Hall, and any building and/or grounds used on day of rental and placed in dumpsters located on grounds.

12. A favorable inspection report must be received from the Department of Public Services for return of deposit.
13. Sponsor's Use of Rental Hall must comply with all Springfield Township Zoning Regulations.
14. No smoking is permitted in any part of the Rental Hall, nor any entranceways to the Rental Hall, including sidewalks and parking lots.
15. Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into the Rental Hall.
16. Sponsor accepts the Rental Hall in the current, "AS IS" condition it is in as of the Date(s) of Rental, subject to all defects therein, whether concealed or otherwise, except hidden defects known to Springfield Township and unknown to Sponsor which would not be discoverable through a reasonable inspection by Sponsor, and Sponsor releases and forever discharges Springfield Township from any and all damages of every kind and nature arising hereunder. Sponsor's taking possession of the Rental Hall shall be conclusive evidence against Sponsor that the Rental Hall was in good order and satisfactory condition when Sponsor took possession. Sponsor acknowledges that neither Springfield Township any agent or employee of Springfield Township has made any representations or warranties with respect to the condition of the Rental Hall or with respect to the sufficiency of the Rental Hall for Sponsor's intended Use of Rental Hall.
17. Sponsor agrees to keep the Rental Hall, together with all improvements, fixtures and equipment thereon, in a clean, safe, good and proper condition, and neither Sponsor nor any other person in the Rental Hall during the Date(s) of Rental (whether or not an invitee of Sponsor) shall alter, remove, deface, damage or destroy the Rental Hall or any improvements, fixtures, equipment, or other property thereon. If any such property is altered, removed, defaced, damaged or destroyed, Sponsor shall be liable to Springfield Township therefore, regardless whether Sponsor had knowledge of, participated in, or permitted the same and regardless whether the same was intentionally or negligently done. Sponsor further agrees that the security deposit shall not limit Sponsor's liability for such alteration, removal, defacing, damage or destruction.
18. Motorized vehicles shall not be driven on any area except the paved roadways or parking areas.
19. Springfield Township reserves the right to hold entire deposit if rental is cancelled no less than 14 days of rental date.
20. Rental fee returns due to inclement weather are at the discretion of the Springfield Township Administrator.
21. Springfield Township may refuse rental for reasons which include, but are not limited to; non-payment, abuse of facilities, lack of supervision, violating policy, etc.
22. Springfield Township reserves the right to eject any person or group of persons from the Rental Hall that does not abide by the conditions set forth in this Contract or that engages in disorderly or disruptive behavior. Springfield Township may terminate this Contract if, in the sole determination

by Springfield Township, the Use of Rental Hall would be detrimental to the best interests of Springfield Township or whenever conditions otherwise warrant such termination. Springfield Township shall not be responsible for any loss or damage claimed by any person or group of persons by reason of any such ejection or termination.

23. Sponsor must have and provide proof of a current \$300,000 per occurrence liability insurance policy. Springfield Township is to be named as an additional insured. The Township Administrator can waive the liability insurance policy requirement for good cause shown.
24. The Sponsor shall receive a QR code by email and text message for access to the Township Hall. The QR code will become active at 9:00 AM on the rental date and will automatically deactivate at 12:00 AM (midnight) on the same day.
25. To the fullest extent permitted by law, Sponsor shall indemnify and hold harmless Springfield Township, Ohio and its Trustees, officers, directors, administrators, agents, employees, representatives, affiliates, successors and assigns from and against any and all demands, claims, causes of action, fines, penalties, damages, losses and expenses (including, without limitation, attorneys' fees, court costs and litigation expenses) incurred in connection with or arising from (a) the condition, location, use and occupancy of the Rental Hall by Sponsor or any person claiming through or under Sponsor, or the employees, representatives, agents, contractors, invitees or visitors of Sponsor or any such person, including the presence of coronavirus, invitees or visitors of Sponsor or any such person, including the presence of coronavirus or other communicable contagion within or upon the Rental Hall or within or upon any person in the Rental Hall; (b) any activity, work or thing done or permitted or suffered by Sponsor to be done in, on or about the Rental Hall; (c) any acts, omissions, or negligence of Sponsor or any person claiming through or under Sponsor, or the employees, representatives, agents, contractors, invitees or visitors of Sponsor or any such person; (d) any breach, violation or non-performance by Sponsor or any person claiming through or under Sponsor or the employees, representatives, agents, contractors, invitees or visitors of Sponsor or any such person of any law, ordinance, State of Ohio Executive Order or Director Order, or other orders by the federal government, the state government, or a political subdivision of this state issued during and in response to a declared epidemic or other public health emergency disaster, or governmental requirement of any kind; or (e) any illness, injury or damage to the person, property, or business of Sponsor, its employees, representatives, agents, contractors, invitees, visitors or any other persons entering upon the Rental Hall under the express or implied invitation of Sponsor, unless such loss, damage or injury is a consequence of a breach of a duty undertaken by Springfield Township under this Contract. If any action or proceeding is brought against Springfield Township, Ohio, or its Trustees, officers, directors, administrators, employees, representatives, agents, affiliates, successors or assigns by reason of any such claim, Sponsor, upon notice from Springfield Township, Ohio, will defend the claim at Sponsor's expense with counsel reasonably satisfactory to Springfield Township.

The person signing this Contract on behalf of Sponsor represents that such person has the authority to sign on behalf of the Sponsor and to bind the Sponsor to the terms set forth herein, and Springfield Township shall be entitled to rely on such representation and authority. The person signing this Contract on behalf of Sponsor shall be personally responsible if such representation and authority is not true.

**SPONSOR:**

**SPRINGFIELD TOWNSHIP, OHIO**

\_\_\_\_\_  
(Name of Individual/Group/Organization)

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE SE ONLY**

Date application received: \_\_\_\_\_

**FEES:**

Deposit: \_\_\_\_\_ Hall Rent: \_\_\_\_\_ Total Due: \_\_\_\_\_

Date deposit paid: \_\_\_\_\_ Check# \_\_\_\_\_ CC# \_\_\_\_\_ Receipt# \_\_\_\_\_

Date rent paid: \_\_\_\_\_ Check# \_\_\_\_\_ CC# \_\_\_\_\_ Receipt# \_\_\_\_\_

Proof of liability insurance received \_\_\_ yes \_\_\_ no \_\_\_\_\_ waived by Administrator  
(initials)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date