

# WASHINGTON TOWNSHIP

## RULES AND REGULATIONS FOR THE USE OF TOWNSHIP FACILITIES

ADOPTED JUNE 4, 2002

### 1. POLICY

It is the policy of the Township that facilities be utilized to the fullest advantage by the residents of the Township. The primary function of the Township is to conduct Township business; therefore, priority must at all times be given to Township governmental functions.

### 2. GENERAL REQUIREMENTS

- A. Township facilities for the purpose of this agreement include the Township Administration Building and the Township Public Works Building Meeting Room. The Township Administration Building will be used for governmental functions. The Township Public Works Building Meeting Room shall be made available to the public in a manner consistent with the primary purpose of the Township and consistent with applicable statute and policies of the Washington Township Council.
- B. Applicants for Use Permits must satisfy the Washington Township Management that they are responsible persons and officially responsible organizations; that they will guarantee orderly behavior and will be responsible for any damage which occurs due to their use of the premises; that their program is of a nature suitable for presentation in a Township building; that the proposed activity is lawful and in conformity with state and federal regulations and the Code of Washington Township.
- C. Responsibility for use of facilities and observance of regulations shall rest upon the applicant(s). Management shall be the sole judge of who is responsible for any damage caused by any group on the Township premises and of the extent thereof. Management shall also be the determiner of policy and/or regulation violations.
- D. Inaccurate or untruthful statements made in the application and/or the violation of regulations may place the applicant, organizations, or both on an ineligibility list. Subsequent applications of such ineligibles must be referred to Washington Township Council, together with a written statement of actions which have been taken to remove causes of ineligibility.
- E. The applicant agrees by the acceptance of a use permit to assume all responsibility for and to indemnify, defend, save and hold harmless the Township from any and all liability arising incident to the use of the premises, it being understood and agreed that Washington Township assumes no obligation respective to the use of such premises.

### 3. SPECIAL REQUIREMENTS AND RULES ON USE

- A. Intoxicating beverages are prohibited on all Township properties, and any persons having in their possession alcoholic beverages or being under the influence of alcohol shall not be permitted to remain thereon. Responsibility for these controls rests upon the party signing the application.
- B. All use of tobacco is prohibited within Township facilities. Use of tobacco is permitted outside of the facilities with the stipulation that users must properly dispose of all tobacco use residues.
- C. The facilities do not provide for food preparation and cooking. Requests to bring food into the facilities must be included on the application form for review and approval by Management.

- D. Township facilities may not be used for teaching or promoting any theory or doctrine which is subversive in nature or which is intended to undermine or overthrow the government of the United States. This does not prohibit discussion of controversial subjects in a public forum.
- E. Township facilities may not be used to conduct religious services or activities.
- F. Use of Township facilities for games of chance or any scheme or device that encourages or suggests use of gambling or games of chance are prohibited.
- G. All meetings involving children under the age of eighteen (18) must be under the supervision of responsible adults, the number of supervisors varying according to the number and age of the participants. The minimum number of adult supervisors will be designated by Washington Township Management. Adequate supervision and leadership must be provided throughout the period authorized for use.
- H. Facility use shall conclude no later than 11:00 P.M.
- I. Organizations using Washington Township facilities must set up and restore, to the satisfaction of Management, any furniture and/or equipment. Request for facility equipment use must be included on the application form for review and approval by Management, and Management will stipulate any special arrangements for use.
- J. Any decorations, displays or related materials shall be set up in a manner that will not be destructive of Township property. Such installation must be approved by Washington Township Management and shall be in accordance with local and state fire marshals' regulations. Facility users must remove all decorations, displays and related materials from the facilities immediately following the permitted event/activity. Use of any materials on the floors or walls or other parts of the facilities without specific approval of Management is strictly prohibited.
- K. The applicant shall assume responsibility for securing police supervision if so directed by Washington Township Management.
- L. The applicants shall be fully responsible for all damage or loss that they cause to Township facilities/grounds, furniture and/or equipment used by the them. Facility users shall be responsible for any damage that occurs to their own property.
- M. No fighting, arguing, or other loud or tumultuous conduct shall be permitted.
- N. No vehicles may be driven or parked on lawns or fields. All parking shall be in areas specifically designated for that purpose..
- O. The rules and regulations, charges, and fees may be amended, revised, and changed from time to time by Washington Township Council.
- P. Washington Township Council reserves the right to grant exceptions from these regulations
- Q. Washington Township Council reserves the right to impose additional requirements or restrictions as deemed appropriate and necessary by Washington Township Council.

**FACILITIES USE APPLICATIONS**

**NAME:** \_\_\_\_\_ (hereinafter referred to as Borrower) **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**CHECK APPLICABLE:**  **RESIDENT**  **PROFIT**  **NON-PROFIT**  **OTHER**

**FACILITY REQUESTED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**INTENDED USE:** \_\_\_\_\_

**REQUEST FOR DISBURSEMENT OF FOOD AND/OR DRINK:** (List types) \_\_\_\_\_

**INSURANCE CARRIER:** \_\_\_\_\_ **(ATTACH COPY OR DECLARATION)**

Intending to be legally bound, the undersigned acknowledges that they have read the Rules and Regulations for the Use of Township Facilities and on behalf of themselves, their organization and its members, agree to abide by said rules and regulations and do hereby release, indemnify and defend the Township, its officials, agents, and employees from any and all claims arising out of the use of Township facilities, and do further agree to repair or replace (at Township's discretion) any property damaged or destroyed by the applicant, organization, members or guests or in any way related to the requested usage of Township facilities.

\_\_\_\_\_  
Date Signature Title

\*Explain nature of group/ club.

**Complete this section in addition to the above information for use of certain Township equipment**

Request to borrow the following items from Washington Township (hereinafter referred to as the lender):

\_\_\_\_\_  
\_\_\_\_\_  
The items listed above will be used by the Borrower from \_\_\_\_\_(date) until \_\_\_\_\_(date) and will not leave the Township premise. If any item borrowed is damaged while it is in the care, control, or possession of the Borrower, it shall be repaired to the Township's satisfaction at the Borrower's expense or replaced at the current market value (at Lender's option) by Borrower, who by voluntarily signing this Agreement, agrees to be fully responsible for all items listed above.

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**FOR TOWNSHIP USE:** **DATE(S):** \_\_\_\_\_  **APPROVED**  **DENIED**

**INSURANCE INFORMATION:**  **PROVIDED**  **WAIVED**

**FEE:** \_\_\_\_\_ **PAID (INSERT CHECK NO. & DATE)** \_\_\_\_\_

**APPROVAL SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_