Building Rental Policy

Canaan Township Board of Trustees
7452 Township Road 71, Edison, OH 43320

Phones: Matt Carwell, Trustee 419-295-0036; John Bayles, Trustee 419-845-3303
Tyler Levering, Trustee 740-361-7212; Jill Retterer, Fiscal Officer 419-768-1756

The Canaan Township Office Building located at **2170 St. Rt. 95 Edison, OH** is available for non-profit, civic, educational, and cultural programs.

Building Rental Policy:

- The Canaan Township Board of Trustees' meetings on the second Tuesday of each month and other special meetings will receive first priority. Other applications will be considered on a first come basis.
- No selling programs may be conducted unless approved by the Board of Trustees.
- **A fee of $25 for Canaan Township residents** will be charged for the use of the building. **Non-residents will pay a $75 fee.**
- The building must pass a clean-up inspection. A janitorial service charge of $50.00 ***may*** be assessed if the building is left unclean. Immediate attention must be given to food and beverage spills. Removal from the premises of all event related trash is required.
- A written report will be made of the items contributing to the failure of the inspection. An extra fee beyond the janitorial service charge ***may*** be charged for any damages or loss of township property.
- No smoking is permitted in any part of the building.
- No alcoholic beverages may be served or consumed in any part of the building or on the grounds.
- The Canaan Board of Trustees is not liable for injuries to people and assumes no responsibility for the personal property used while on the premises.
- The fact that a group is permitted to meet at the township office building does not constitute an endorsement of the group's policies or beliefs. The use of the building shall not be publicized in such a way as to imply township sponsorship of the group's activities.
- When a meeting is postponed or cancelled, please notify the township fiscal officer or trustees so that the time may be made available to another group.
- An adult must be present at all times when minors are using the building.
- The Canaan Township Board of Trustees shall be the final authority in granting or refusing permission for the use of the building.
- Use of tape, pushpins, and staples on wall and ceilings is not permitted.
- The two large conference tables must **not be moved.**
- Sitting on the conference tables is not permitted.
- Only the two conference tables and the accompanying chairs are to be left out for use in the meeting room. All other tables and chairs should be stored in the designated areas.

EFFECTIVE January 1, 2024

Complete the form below and mail or deliver to the fiscal officer at least one week prior to event:

Canaan Township, Jill Retterer, 7452 Township Road 71, Edison, OH 43320

Organization:_____

Contact Person: _____

Telephone: _____

Address:_____

Type of meeting:_____

Reservation date:_____

Time:_____ to_____(including set-up and clean-up)

Hold Harmless Clause
Use of the Canaan Township Office Building
2170 State Route 95, Edison, Ohio
Township of Canaan, Morrow County

(Name of applicant/group)_____agrees to indemnify and hold harmless the Township of Canaan, its agents, or any other person against loss or expense, including attorney fees, by reason of the liability imposed by law upon the township, except in cases of the township's sole negligence, for damage because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons, or on account of damage to property arising out of or in consequence of this agreement, whether such injuries to persons or damage to property are due or claim to be due to any passive negligence of the township, its officials, or any other person. It is further understood and agreed that the contractor shall, at the option of the township, defend the township of Canaan with appropriate counsel and shall further bear all costs and expenses, including the expense of counsel, in the defense of any suit arising hereunder.

Printed name of applicant: _____

Signature of applicant: _____

Date: _____

Amount Enclosed: _____ Check #:_____