



Clearcreek TOWNSHIP

BOARD OF TRUSTEES

FISCAL OFFICER

Ed Wade

Jason Gabbard

Steven A. Muterspaw

Linda A. Oda

Use of Facility Application Request

Date of Application: _____ Time: _____

(This section to be completed by applicant)

Group Name: _____

Purpose of Facilities use: _____

Facilities requested: Clearcreek Township Government Center Meeting Room

(holds up to 60 people)

Clearcreek Township Government Center Conference Room

(holds up to 10 people)

Date(s) of use requested:

_____ From _____ To _____

_____ From _____ To _____

I certify that I am an active member of the group for which I request the reservation, that I have received and read the attached information, use of the requested facility, and that I personally will be present and responsible for observance of the rules and guidelines of such request. I agree that I and my group hold Clearcreek Township, its elected officials, appointed officials, officers and employees harmless from all liability, claims, demands, damages, or costs for or arising out of the use of facilities whether it be caused by negligence or accident. I further agree to keep my group in the designated approved location, not create or leave any mess or to leave any facility in disarray due to our use of said facility. I also agree to clean up any debris, paper products or other material prior to leaving the facility and will have a Clearcreek Township representative check said facility for cleanliness prior to my (our) departure.

Contact Person: _____

Printed Name

Signature

Address: _____

Street Address

City, State, and Zip Code

Contact Phone Number: (____) _____

Email: _____

Approved by: _____ Date: _____

(Please place all approved information on calendar and on the electronic calendar)

CLEARCREEK TOWNSHIP GOVERNMENT CENTER

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937-748-1267 1-800-824-5124 Fax: 937-748-3252

www.clearcreektownship.com