

Hanover Township

1525 Rock Haven Road
Newark, Ohio 43055-8962

TOWNSHIP BUILDING USAGE POLICY

The Hanover Township Board of Trustees does hereby adopt a Building Usage Policy effective March 3, 2025.

Purpose: The intent of this policy is to provide guidance, protection and parameters around public use of the township building. The establishment of rules does not intend to infringe on local tax payer freedoms, but to institute accountability and responsibility to all parties taking advantage of the ability to use a government building that was built by local tax payers.

Initial

1. ___ Building shall be used by residents of Hanover Township only.
2. ___ Building shall be used only if Waiver of Liability and Intent of Use has been signed by the applicant and authorized by a Hanover Township Trustee.
3. ___ Building shall be used only during the set times indicated on the signed Waiver of Liability and Intent of Use form that has been authorized by a Hanover Township Trustee.
4. ___ Building conference room, kitchen and bathrooms are the only accessible areas permitted.
5. ___ Building conference room, kitchen and bathrooms must be cleaned and in good order after each event or future use will be revoked.
6. ___ Building availability shall fall between the hours of 10 AM and 8 PM unless otherwise authorized by and signed off on the Intent of Use form by a Board of Trustee.
7. ___ Parking: Parking should be done in a manner which does not block garage bays or storage building access points. Accessible use shall be permitted by township trustees to the township equipment and supplies at all times.
8. ___ All trash shall be removed from building and parking area upon exiting. Trash from event may be placed in the dumpster located at township building.
9. ___ No food or drink shall remain in refrigerator or kitchen.
10. ___ No intoxicating beverages, tobacco products or mind -altering substances are permitted on property.
11. ___ All minors shall be under adult supervision.
12. ___ No animals are permitted within building. All animal waste matter shall be removed from property at the end of each event.
13. ___ The person signing the permit shall assume the responsibility for cleanliness of building and grounds around building upon the stated time of event ending as indicated on the Intent of Use form.
14. ___ No person(s) shall be permitted access of any kind within the maintenance garage or material storage bays outside of the township building. All persons must staff off of salt, rock, and sand in storage.
15. ___ The person signing the permit shall assume the responsibility for the conduct of all persons using the building.
16. ___ The use of the building requires a \$50.00 deposit with a reimbursement option contingent upon leaving the building clean and keeping the terms of the agreement.
17. ___ Any violation of the above will revoke any permit granted to individuals or organizations for use after violation and will be held liable for cost of repairs and maintenance to the building.

Trustee Patrick Simpson
740-973-3512

Trustee Heath Smith
740-763-2066

Trustee David Thompson
740-763-3274

Fiscal Officer Nicole Gieseler
fiscalofficer.hanoverwp@gmail.com
740-644-7178

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INTENT OF USE

Individual/Organization: _____ Phone: _____

Address: _____

Date of use: _____ Beginning Time: _____ End Time: _____

Purpose: _____

\$50.00 Deposit Paid: Yes/No Check No. _____ \$50.00 Reimbursement Paid: Yes/No Check No. _____

Township Building Usage Policy has been read and rules are understood:

Signature

Authorizing Hanover Township Trustee

INSURANCE LIABILITY WAIVER

By signing this document, the individual or organization requesting to use the township building, property or grounds agrees that the individual or organization will hold the township harmless and indemnify it against all claims of Hanover Township, its agents, officers and employees, arising out of the individual's or organization's use of the township building, property or grounds unless the claim is a result of the sole negligence of Hanover Township. The individuals or organizations agreement to indemnify includes, but is not limited to, indemnification for person injury, property damage to township property, building or grounds and any attorney fees expended in pursuing or defending such claim.

By signing this document, the individual or organization requesting to use the township building, property or grounds agrees that the individual or organization will reimburse the Hanover Township, its officers and employee(s) for any damages caused by the individual's or organization's use of the township building, property or grounds

Signature

Date

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