



# Meeting Room Application

Norwich Township  
5181 Northwest Parkway  
Hilliard, OH 43026  
(614) 876-7694 Fax (614) 777-9347

Today's Date

Allow five (5) business days to process application.

Check which meeting room location requested:

- Safety Services Building - 5181 Northwest Parkway, Hilliard, OH 43026  
 Norwich Township Fire Station 83 - 4283 Davidson Road, Hilliard, OH 43026

Date Requested

Time - From

To

Number of Hours

Name of Group

Approximate Number of Persons at Meeting

Contact Name

Street Address

City

State

Zip Code

E-mail Address

Phone Number

Cell Number

We will be serving food\*:  No  Yes If Yes, will Caterer be used?  No  Yes

\* **Snacks, cupcakes and beverages (other than water) are considered food and require a deposit.**

I have read, understand and agree to abide with the Norwich Township Policy, Rules and Regulations regarding the use of the meeting rooms.

I understand I am responsible for the setup and cleanup of the meeting room space.

Signature \_\_\_\_\_

You will be notified in writing if your application is approved.

If you have any questions regarding this application or the guidelines for use of these meeting rooms, please contact the Norwich Township Administrative Offices at (614) 876-7694.

## Office Use Only

Fire Station 83  Junk Room  Workman Room  Rice Room  Proof of Residency \_\_\_\_\_

Approved by \_\_\_\_\_ / / \_\_\_\_\_ Deposit \_\_\_\_\_ Fee \_\_\_\_\_  
Date

Payment Received by \_\_\_\_\_