



# Meeting Room Policy

The primary purpose of the Norwich Township meeting rooms is to provide space for activities of Norwich Township and the City of Hilliard. The needs of the Township and City will take precedence over the use of rooms by private groups and/or individuals.

Community groups, sponsors of educational and cultural events, and Norwich Township/Hilliard residents are permitted to use the meeting rooms subject to availability and adherence to the following guidelines:

1. Reservations for use of the meeting rooms may be made up to six (6) months in advance. All applications must be approved by the Board of Trustees or their designee.
  - a. Applications are available at the Township Administration reception desk or on the Township website ([www.norwichtownship.org](http://www.norwichtownship.org)).
  - b. Completed applications must be submitted to the Township Administration office.
  - c. Once an application has been approved, a confirmation letter will be returned to the group representative.
2. Rooms are available only to persons residing within the boundaries of Norwich Township including those in the city of Hilliard. Proof of residency may be required.
3. Meeting rooms may be used for civic groups and non-profit organizations. Rooms may NOT be used for commercial enterprises, for-profit activities, worship services, or wedding receptions. Activities such as aerobics and cheerleading classes are also prohibited.
4. Rooms are available for use from 8:00AM to 9:00PM. If the meeting room is being used outside normal business hours (Monday – Friday, 8:00AM-4:00PM), a representative of the group must notify Hilliard Police personnel at the Records window of their presence in the building. All persons attending an event/activity must leave the premises by 9:00PM.
5. Food and beverages may be served and consumed in the meeting rooms. **Effective 1/1/15 room rental fees will be required for private parties. (See Cost Guidelines)** The applicant is responsible for clean-up and restoring the room to its original condition. A vacuum cleaner and cleaning supplies are provided.
6. Groups are responsible for arranging chairs and tables to meet their needs. They should be returned to their original position upon conclusion of the event.
7. No decorations will be affixed to walls, ceilings, or floors. All decorations will be removed upon completion of the event.



## Meeting Room Policy

8. Smoking is prohibited anywhere on the premises.
9. No alcoholic beverages or intoxicated persons will be permitted on the premises.
10. Firearms or other dangerous weapons will NOT be permitted on the premises.
11. No animals or pets are allowed in the building except for licensed companions such as Seeing-Eye dogs or Police K-9s.
12. Youths under the age of 18 will be permitted to use the meeting rooms only with adequate adult supervision.
13. Township/City-owned audio-visual equipment may be available for use upon request.
14. Norwich Township reserves the right to deny or revoke the use of meeting rooms at any time for just cause at their sole discretion.
15. Norwich Township does not assume any liability for groups or individuals attending any activity in the meeting rooms.

### Cost Guidelines for Private Parties

#### Damage Deposit

1. A cleaning/damage deposit\* of **\$200 (check or money order)**, *made payable to Norwich Township*, will be required for persons reserving the room for events where food will be served. The deposit will be returned to the applicant if the room is cleaned suitably and no damage is noted. If the room is not cleaned sufficiently or there is damage to Township/City property, some or all of the deposit will be used to compensate the Township/City for the expense in returning the room to its original condition. If the cost exceeds \$200, the applicant will be expected to reimburse Norwich Township for the additional amount.
2. Folding tables, chairs, cleaning supplies, and a vacuum cleaner will be furnished by the Township.



# Meeting Room Policy

## Cost Guidelines, Continued

### Safety Services Building

\$25 per section/room for up to first 3 hours.\* After 3 Hours, an additional rental charge is \$25 per section/room per hour. \$200 Damage Deposit required.\*\*

Hours	1 Section	2 Sections	3 Sections	4 Sections
1-3	\$25	\$50	\$75	\$100
4	\$50	\$100	\$150	\$200
5	\$75	\$150	\$225	\$300
6	\$100	\$200	\$300	\$400
7	\$125	\$250	\$375	\$500
8	\$150	\$300	\$450	\$600

### Fire Station 83

\$25 per 3 hour timeframe.\* After 3 Hours, an additional rental charge is \$25 per hour. \$200 Damage Deposit required.\*\*

Hours	Fee	Hours	Fee
1-3	\$25	6	\$100
4	\$50	7	\$125
5	\$75	8	\$150

\*Form of payment will be by check or money order, *made payable to Norwich Township*. Rental Fee is separate from the Damage Deposit payment.

\*\$200.00 Damage Deposit is refundable after your event, providing the room is returned to acceptable condition and standard set-up. Form of payment will be check or money order, *made payable to Norwich Township*. Note: Per your preference, your check can either be returned to you or shredded.