



Office of the Trustee
Dr. Robert A Lee, Trustee
213 East Jefferson Street
PO Box 905
Kokomo, IN 46903-0905
765-452-8259

REQUEST FOR USAGE OF CENTER TOWNSHIP FACILITIES

CONTACT INFORMATION

NAME _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

CONTACT PHONE NUMBER _____

ORGANIZATION _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

COUNTY _____ TOWNSHIP _____

TYPE OF ORGANIZATION _____

FUNCTION OF ORGANIZATION _____

USAGE REQUEST INFORMATION

COMMUNITY SERVICE BUILDING OFFICE BUILDING LOBBY CONFERENCE ROOM*

DATE(S) REQUESTED _____ TIME _____

ONE TIME USAGE RECURRING USAGE IF SO, ON WHAT SCHEDULE _____

PURPOSE OF USAGE OR EVENT _____

*By invitation of administrative staff only

Submit this form to the Center Township Trustee's Office. If approved, a usage agreement will be issued with instructions for its return, and the list of additional documentation, which will include a certificate of insurance for liability coverage while on the campus of the Township. The person signing the agreement will be the official contact, and must be in attendance at the event(s). Address further questions to the trustee's office by phone or by email at centertrustee@gmail.com

SCHEDULING

Reservations for the facility are scheduled with the Trustee's office. Inquiring organizations should authorize one individual to serve as the contact person for the group. This person will be responsible for scheduling the reservation and coordinating details with the township, including any arrangements for the building access and instructions for facility use. **The contact person must be present at all times during the event and is responsible for assuring that the facility is left in its original condition.** Reservations will be confirmed in writing by the township upon receipt of any applicable fees or deposit and a completed Indemnification/Release form.

EXTENDED BOOKINGS

An "extended booking" describes routinely scheduled meetings (ie. weekly, biweekly, monthly, etc.) that are booked for two or more months in succession. Extended bookings may not be permitted for groups with a history of cancellations.

AVAILABILITY

The Center Township Trustee's Office will attempt to accommodate each request; however, the Trustee reserves the right to restrict frequency of use and to schedule the facility based on the best use for the community. The Trustee also reserves the right to change, cancel or revoke reservations at any time, in which case the affected group will be given as much advance notice of the change as possible.

SCHEDULING & RATES

Priority for the scheduling of the **Community Service Building** will be in this order:

1. Official Center Township Functions
2. Contractual Service Providers for Center Township
3. Not-for-profit organizations within Center Township
4. Not-for-profit organizations from Howard County
5. All other requests

RATES	1-4 HRS	\$50	4-8 HRS	\$100
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The **Office Building Lobby** is not available during working hours.

The **Office Building Conference Room** is available only by invitation of the township administrative staff.

DAMAGE DEPOSITS

A refundable deposit will be required for the use of the facility and will be collected from the contact person at the time of confirmation. **The deposit will be returned within 10 days if all policies for the use of the facility are maintained.** The deposit may be retained if damages occur or if excessive cleaning is necessitated. Damages or cleaning costs that exceed the deposit fee will be the responsibility of the respective person/organization. A deposit of \$100 is due at the time of key pick-up.

PAYMENT

Payment is to be made as follows: 50% at the time of booking, 50% thirty (30) days in advance, damage deposit (in the form of a Cashier's Check or cash unless preapproved by the Trustee) is due at key pick-up.

CANCELLATIONS

This cancellation policy is necessary to provide for the best use of the Township Community Service Building. Late cancellations and "no-shows" prevent others from using the facility. Initial payment is refundable up to seven (7) days from booking. **Following, there will absolutely be no refunds.**