

VILLAGE OF POLAND

308 S. Main Street Poland, Ohio 44514
Phone: 330-757-2112 Fax: 330-757-1680
Hours: Weekdays 8:30 a.m. – 4:00 p.m.
Closed: Noon to 12:30 p.m.

Event Date: _____
(on calendar)
Key Pick-Up: _____
Key Return: _____
D.LIC. # _____

APPLICATION FOR USE OF:

POLAND VILLAGE HALL AND/OR GROUNDS

This serves as an application and agreement between the Village of Poland and the following organization or group: **(PLEASE PRINT)**

Group Name: _____

Contact Person: _____ **Phone:** _____ **EMAIL** _____

Additional Contact: _____ **Phone:** _____

Address: _____
Street City State Zip Code

Poland Village Resident: Yes ___ No ___ **Non-Profit Poland Village Organization:** Yes ___ No ___

Commercial Use (Defined Below): Yes ___ No ___

Event Date: _____ **Start Time:** _____ **End Time:** _____ **Approx. # Attendees:** _____
(No later than 10:00 p.m.)

Describe Event: _____

Event Location: _____

FEES:

Usage fees for Poland Village grounds and/or buildings are as follows:

- \$100 per day for non-resident applicants, plus \$50 refundable security deposit.
- \$50 per day for Poland Village resident/organization applicants, plus \$50 refundable security deposit
- Fees will be waived for Poland Village based non-profit, non-commercial applicants.
- Fees are payable upon review and approval of use by the Chairman of the Buildings, Lands, Utilities, Parks and Recreation Committee (BLUPR). Facilities may not be used without all fees paid prior to the event(s).
- The Chairman of BLUPR will also determine if security deposits will be refunded, based on the condition of the buildings/grounds after the event.
- Additional charges for police coverage may apply (see below).

Commercial uses are defined as follows:

- Money is charged for admission.
- Vendors are involved with the activity that are charged a fee for participation, and/or are participating for-profit.

GROUNDS:

The **VILLAGE** is responsible for the following:

- Mowing lawn, trimming hedges, weather permitting.
- Providing two (2) trash barrels and dump truck for trash.
- Providing limited electricity at the gazebo, if gazebo is scheduled.

The **ORGANIZATION/APPLICANT** is responsible for the following:

- Providing trash liners and extra trash barrels if more than 2 are needed.
- Cleaning the area of all trash after the event
- Notify the Village representative (330-757-2112) at least one week prior to the event as to when you prefer cutting and trimming of the grounds
- Signs must be hung by string, masking tape or displayed using an easel In order to minimize damage to trees, wood posts, and fencing.

BUILDINGS: The **VILLAGE** is responsible for the following:

- Opening the building for limited traffic with side porch open with limited electricity
- Bathrooms open with limited supplies (2 rolls of toilet tissue, 1 roll of paper towels and soap).

The **ORGANIZATION/APPLICANT** is responsible for the following:

- Notifying Village representative when the building is to be opened and closed.
- Providing, setting up, and taking down of tables, chairs, tents, signs, etc.
- Providing additional bathroom supplies if needed.

PARKING: **Parking is permitted as follows. Violations will be ticketed and taxed.**

- Parking is permitted at the Village Hall parking lot **with the exception of areas designated for police cars only.**
- Street parking is permitted as designated by signage.
- No parking is permitted on Main Street.

The **ORGANIZATION/APPLICANT** is responsible for the following:

- Providing information regarding parking and loading/unloading restrictions to all committee members and workers. Per law, if a vehicle is in violation, it will be ticketed and towed.
- Providing a uniformed policeman to handle traffic flow on Cortland in and out of parking areas.
Minimum police time of _____ hours at \$ _____/hour.
- Contacting the Police Chief two (2) weeks in advance to discuss the above.

IMPORTANT:

- **NO ALCOHOL** is permitted on the grounds and/or buildings.
- Applicant agrees to **clean up the area** after the event and place all trash in plastic bags.
Failure to do so will result in non-refunded security deposit, and additional charges if appropriate.
- Applicant is responsible for **repair of any damage to property/grounds** caused by the applicant.
- Out of respect for the neighbors abutting the grounds, **loud music and excessive noise must be avoided.**
Observation of proper fire and safety rules is expected.
- **Adult supervision** must be provided to minors attending the event.
- **The Village of Poland is NOT RESPONSIBLE** for any injuries, accidents, or property damage occurring during the event to participants and/or bystanders.
- **Any changes** to the information as stated on this application must be made in writing by the applicant to the Village representative a minimum of 1 week prior to the event date.

The undersigned agrees to all provisions and requirement stated herein.

SIGNATURE of applicant/contact person

Date of application

APPROVED BY: _____

Date approved: _____

Chairman, Buildings, Lands, Utilities, Parks & Recreation Committee OR Designated Representative

Applicable Fees: Usage _____ Security Deposit: _____ Police: _____

Security Deposit Refunded (Initial): BLUPR Chair _____ Renter _____ Denied _____

☐ Application DENIED: _____ Schedule Conflict _____ Prior Infraction _____ Other: _____