

Public use of Danbury Township Buildings

Danbury Township has two shelter houses and two meeting rooms available for public use in accordance with the conditions stated below. Reservations are required for all facilities with the exception being the two shelter houses which are available at any time provided they are not previously reserved. Commercial use at any of these facilities is prohibited. The Assistant Fiscal Officer coordinates the reservation calendar and can be reached at (419) 732-3039.

Groups may not assign or transfer facility reservations to other groups. In all instances, the Danbury Township Board of Trustees has final authority over the use of any township facility for any reason.

Lake Point Park Shelter House

This facility is located on State Route 163 at Lake Point Park in the Village of Marblehead approximately one-quarter mile south of the Marblehead Lighthouse State Park. The park is located on a quarry pond and features charcoal grills, picnic tables, views of Lake Erie, seasonal restrooms, public fishing in Lake Erie and the quarry pond, a covered bridge and children's playground. There is no electric at this shelter house. It is open to the public for picnic and event uses at no charge. Alcohol is not permitted unless the shelter house is reserved and appropriate insurance and permits are provided to the Assistant Fiscal Officer at the time of reservation. A signed liability waiver by the reserving group's representative is also required.

This shelter house may be reserved at a cost \$300 per day. Reservations only include the shelter house. The balance of the park will remain open to the public.

Township Hall Shelter House

This facility is located behind Danbury Township Hall at 5972 Port Clinton Eastern Road. It features charcoal grills, picnic tables, seasonal restrooms, electric, a basketball court and children's playground. It is available to Danbury Township residents and their families for picnic and event uses at no charge. Alcohol is not permitted unless the shelter house is reserved and appropriate insurance and permits are provided to the Assistant Fiscal Officer at the time of reservation. A signed liability waiver by the reserving group's representative is also required.

Reservations are strongly recommended for this popular facility. There is no charge to reserve. Reservations only include the shelter house. The balance of the park will remain open to the public.

Fire Station Meeting Room

The Danbury Township Fire Station located at 7870 East Harbor Road (SR 163) is a working fire station. It is probable that fire and EMS calls will occur while the meeting room is being used. Therefore, the Danbury Township Board of Trustees have made the determination that requests for use of this meeting will be shifted first to the Township Hall Meeting Room. Should the hall meeting room be unavailable, the fire station meeting room, if available, may be used for the following purposes: local homeowner association meetings, state and local boards and local non-profit organizations. The trustees have further determined that groups which have regular meetings that include children under the age of 18 may not use the fire station meeting room due to the danger involved with active fire and EMS vehicles.

Aside from the above-mentioned groups, the trustees have final authority for approving other requests for the use of this room. This room is not permitted to be used for social events. No alcohol is permitted on the premises.

Reservations are required for use of this room. There is no charge to reserve. A signed liability waiver by the reserving group's representative is also required.

Township Hall Meeting Room

The lower meeting at Danbury Township Hall is located at 5972 Port Clinton Eastern Road. The building has an ADA entrance and ADA restrooms.

This room may be used for the following purposes: local homeowner association meetings, state and local boards and local non-profit organizations. Meetings that include children under the age of 18 are permitted.

Aside from the above-mentioned groups, the trustees have final authority for approving other requests for the use of this room. This room is not permitted to be used for social events. No alcohol is permitted on the premises.

Reservations are required for use of this room. There is no charge to reserve. A signed liability waiver by the reserving group's representative is also required.

Approved by the Danbury Township Board of Trustees on: 10/26/2022

DANBURY TOWNSHIP BUILDING RESERVATION FORM Non-Commercial Uses Only

DATE OF EVENT: _____ NAME OF GROUP: _____

TYPE OF EVENT: _____ TIME EVENT STARTS: _____ TIME EVENT ENDS: _____

RESERVING (check one) _____ Township Hall Shelter _____ Lake Point Shelter (\$300 non-refundable deposit)

_____ Township meeting room (*Primary meeting room) _____ *Fire Station meeting room (*Secondary)

*The fire station is a secondary meeting room for use only if the Township meeting room is unavailable or by Trustee approval; no group meetings for children under the age of 18. The back access road is for emergency vehicles only and no public parking is available on the sides or back of the station.

NOTE: The meeting rooms are only available to local *groups; there is no charge and a reservation is required. Meeting rooms are for meetings only and restrooms must be left clean after the meeting is finished.

NAME OF PERSON IN CHARGE: _____ PHONE: _____

ADDRESS/CITY/ZIP: _____

INSURANCE FORM REQUIRED: Call your insurance carrier to request the following: (For Shelter events): An event rider on your homeowner/renter policy that includes a minimum of **\$300,000.00(**no liquor**) personal liability, naming Danbury Township as additional insured and certificate holder-see address below. **The owner of the rider policy must complete this form. (For Business meetings):** Certificate of Liability Insurance naming Danbury Township as additional insured and certificate holder-see address below.

****WILL LIQUOR BE SERVED?** _____ If yes, a liquor permit is required along with an event rider/certificate of liability insurance naming Danbury Township as additional insured, certificate holder and includes a minimum of \$1,000,000.00 personal liability.

INDEMNIFICATION AGREEMENT

I, (printed name of person in charge of group) _____ have read the attached public buildings use policy and understand only non-commercial uses are permitted, and shall implement appropriate safeguards to prevent accident or injuries to persons or properties. To the fullest extent that is permitted by law, I/our group, agree to indemnify, defend and hold harmless Danbury Township, its officials, agents, employees and volunteers and all others connected with Danbury Township from any and all actions, claims, demands, suits, liabilities (statutory and workers compensation law), losses, damages or expenses including attorneys' fees, as well as all costs from death of, injuries to, theft of or damage to properties or persons, including third parties; growing out of, directly or indirectly caused by any service, operation or associated incidents from the actions or omissions undertaken by me/our group or any of its agents, employees or subcontractors. Further, I/our group understand the following rules which include no gambling on any premises and no alcohol on meeting room premises; to clean the premises after use and place all refuse in containers; to reimburse Danbury Township for any damages to the premises, buildings and equipment; to use only the designated building and restroom areas; to accept the premises in its present condition and return it in like condition; to vacate the premises at the scheduled time; that no personal property shall be on the premises other than during the rental period; that posters or signs will not be attached to the premises; that all property is returned to designated storage areas and that rental hours end at 10 p.m.

Printed Name of Danbury Twp. Representative

Date/Signature of Danbury Twp. Representative

Printed Name of Person in Charge of Group

Date/Signature of Person in Charge of Group

MUST PROVIDE EMAIL ADDRESS OF PERSON IN CHARGE: _____