

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 the two meeting room facilities and are highly recommended for the two shelter houses. The shelter houses are available at any time provided they are not previously reserved. See additional information below regarding the shelter houses under "Lions Park" and "Township Hall Shelter". Commercial use at any of these facilities is prohibited. The Township Assistant 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.

Lions Park at Lake Point 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 Township Assistant at the time of reservation. A signed liability waiver by the reserving group's representative is also required.

This shelter house is on a first come first serve basis and no reservation is required unless there will be alcohol at the event. Reservations only include the shelter house and 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 Township Assistant at the time of reservation. A signed liability waiver by the reserving group's representative is also required.

This shelter house is on a first come first serve basis and no reservation is required unless there will be alcohol at the event. Reservations only include the shelter house and the balance of the park will remain open to the public.

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

Township Hall Meeting Room

The lower meeting room 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 parties and no alcohol are 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.

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.

Approved by the Danbury Township Board of Trustees on: 10/26/2022
Revised 7/8/2026

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**

_____ Lions Park at Lake Point Shelter**

_____ *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 business meetings; no alcohol, no parties and restrooms must be left clean after all meetings.

BUSINESS MEETINGS: Certificate of Liability Insurance (**COLI**) required naming Danbury Township as additional insured and certificate holder (see address below) COLI min of \$300,000.00 (**no liquor**) \$1,000,000.00 (**with liquor see below**)

****WILL THERE BE ALCOHOL at this event, yes or no?** _____ If yes, BYOB _____ or _____ Served/Sold.

If alcohol will be present during this event, whether BYOB, served/sold or included in a cover charge, the Host must obtain and adhere to:

1. **Special Event Liquor Permit** from The State and post it in the Shelter House during the event.
2. **EVENT RIDER** from your homeowner's insurance with a minimum of \$1,000,000.00 personal liability.
3. **NO ONE under the age of 21 is permitted to consume alcohol regardless of adult supervision.**

NAME OF PERSON IN CHARGE: _____ **PHONE:** _____

ADDRESS/CITY/ZIP: _____ **EMAIL:** _____

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

Printed Name of Person in Charge of Group

Date/Signature of Danbury Twp. Representative

Date/Signature of Person in Charge of Group

HOLD HARMLESS AGREEMENT

Required from all contractors and sub-contractors prior to performing work for Danbury Township and any person(s) or organizations utilizing Danbury Township facilities including, but not limited to, shelter houses, buildings and the sports complex.

_____ shall implement appropriate safeguards
(name of service provider)
to prevent incidents, damage or injuries to persons or properties. To the fullest extent that is permitted by law, _____ agrees to indemnify, defend
(name of service provider)
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 any of the agents, guests, employees or subcontractors of
_____ (name of service provider or facility utilizer)

Printed name of authorized service provider representative

Signature of authorized service provider representative

Date signed

Printed name and title of Danbury Township representative

Date