

**MADISON TOWNSHIP, FRANKLIN COUNTY  
PARKS & RECREATION DEPARTMENT**

4575 Madison Lane Groveport, OH 43125 Phone: 836-5308 FAX: 836-5370  
www.madisontownship.org

**MADISON TOWNSHIP, FRANKLIN COUNTY COMMUNITY CENTER**  
4575 Madison Lane  
Groveport, OH 43125

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**RESERVATION FORM**

**GENERAL INFORMATION:**

- \* Hours: 8:00 A.M. to 11 P.M.
- \* Applicant must be 21 years of age.
- \* Confirmation: A signed confirmation will be issued to applicant upon acceptance.
- \* NON-REFUNDABLE FEE: Due back with this form by date indicated below. Certain activities may be required to retain the services of a Madison Township Police Officer at the current rate per hour.
- \* Use of this facility is strictly for non-profit activities/functions.

**NAME:** \_\_\_\_\_ **HOME#** \_\_\_\_\_ **CELL#** \_\_\_\_\_

**DAYTIME #** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** OH **ZIP:** \_\_\_\_\_

**Purpose of use:** \_\_\_\_\_ **Number Attending:** \_\_\_\_\_

**Date Requested:** \_\_\_\_\_ **Time In:** \_\_\_\_\_ **Time Out:** \_\_\_\_\_

**Table & Chairs: # of Chairs:** \_\_\_\_\_ **# of Tables:** \_\_\_\_\_

**Coffee Pot: No:** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **(30 Cup** \_\_\_\_\_ **or 100 Cup:** \_\_\_\_\_)

**CONDITIONS FOR USE:**

- \* ***Reservation application & (non-refundable) fee must be returned by  
\*\*\*\*(If not received by this date your reservation will be removed without notification.)\*\*\*\****
- \* Reservation is for specific date and time only.
- \* The person obtaining the reservation is responsible for the groups' conduct, respect for the facility and others.
- \* Groups that abuse the facility or violate rules and regulations will be required to leave the premises and will not be issued any future permits.
- \* The **APPLICANT** will be assessed charges for any repairs or cleaning, carpet damage or replacement.

**CENTER RULES:**

- \* NO ALCOHOL, DRUGS OR SMOKING PERMITTED anywhere on Township property.
- \* Vehicles must park in the marked parking areas. NO PARKING IN GRASS or Police Vehicle Lot.
- \* **NO PETS** allowed.
- \* Madison Township, Franklin County is not responsible for lost or stolen property.
- \* Follow all rules posted for specific areas throughout the Community Center & preserve property and landscape.

**The Permit Holder agrees to hold harmless the Township from any and all claims, injuries and liabilities arising out of their renting and use of the Community Center.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_