



9 West Columbus Street, P.O. Box 386  
Galena, Ohio 43021  
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web site: www.galenaohio.org

# Reservation Application for Use of Municipal Building

The for-profit group cost for the use of the Municipal Building is \$25.00 per day.

PLEASE PRINT

Applicant's name \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ FAX ( \_\_\_\_\_ ) \_\_\_\_\_

Applicant's mailing address \_\_\_\_\_

Street

City

Zip

Name of Responsible Party to Contact in an Emergency (if different than listed above):

\_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Address \_\_\_\_\_

Street

City

Zip

Hereby makes application to reserve the Municipal Building on \_\_\_\_\_  
(month/day/year)

Between \_\_\_\_\_ m and \_\_\_\_\_ m  
(beginning time) (a.m. or p.m.) (ending time) (a.m. or p.m.)

and agree to the following regulations in regard to such use:

1. He/she will not bring or permit anyone in their group to bring any alcoholic drinks or illegal drugs into the building.
2. He/she will not bring or permit anyone in their group to bring any firearms into the building as prohibited by state law.
3. He/she will not permit any abuse of the building or the grounds during its time of occupancy by the above named.
4. He/she will be responsible for seeing that tables and chairs, if moved, will be placed back in the original location(s).
5. He/she will be responsible for seeing that the building is vacated and secured by 10 p.m. with all trash or garbage occasioned by the use of the building by the group is placed in the trash receptacles provided. Toilets should be flushed and the lights and air conditioner turned off. (The dehumidifier is to be left on.)
6. He/she will be responsible for seeing that no pets are allowed in the building except for assistance animals required for physically challenged individuals.
7. For-profit groups will pay the \$25.00 fee with checks made payable to the Village of Galena and submitted with this form.

### INDEMNIFICATION AGREEMENT

The above named individual, group or organization agrees to hold harmless the Village of Galena from any claim, demand, suit, loss, cost or expense, or any damage which may be asserted, claimed or recovered against or from said individual, group or organization by reason of any damage to property, personal injury or bodily injury or death that arises out of, or is incident to, or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost, or expense is caused in the whole, or in part, by the Village of Galena or by third parties, or by the agents, servants, employees or factors of any of them.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness