

**HALL RESERVATION FORM
FOR MONROE TOWNSHIP LOWER LEVEL**

**NO SMOKING AND NO ALCOHOL PERMITTED
YOU ARE RENTING ONLY THE LOWER LEVEL AREA**

**PLEASE BE COURTEOUS TO THOSE WHO HAVE BUSINESSES IN OUR BUILDING BY KEEPING
NOISE TO A REASONABLE LEVEL AND KEEPING OUT OF UPPER LEVEL AREAS AND OFF
STAIRS.**

Please leave basement like you

found it.

NO future rental will be permitted by those not following these requirements .

TODAY'S DATE

ORGANIZATION

INDIVIDUAL

PHONE W/H

INDIVIDUAL MAKING RESERVATION

ADDRESS

Before Completing Date, Call The Township Office @ 937-667-3136 for availability

DATE OF RENTAL _____

DAY OF RENTAL _____

OPENING TIME _____

***Building will be open at this time**

CLOSING TIME _____

(OUT AND CLEANED
UP BY MIDNIGHT)

CONTACT PERSON AVAILABLE FROM OPENING TO CLOSING

PHONE W/H

APPROXIMATE # OF PEOPLE

TABLES - YES NO #

CHAIRS - YES NO #

SPECIAL SET -UP?

KITCHEN FACILITIES YES NO

HANDICAP LIFT YES NO

TOWNSHIP EMPLOYEE MAKING OPENING & CLOSING _____

For Township Use Only |

TOWNSHIP EMPLOYEE PHONE NUMBER _____

SIGNATURE OF PARTY MAKING RESERVATION

MAKE CHECK PAYABLE TO MONROE TOWNSHIP FOR \$110.00 up to 8 hours or \$150.00 ALL DAY