

Franklin Park Civic Center

655 Latham Lane  
Akron, Ohio 44319  
(330) 644-1728  
info@tudorhouseonline.com

**APPLICATION FOR  
NON-PROFIT ORGANIZATION MEETING**

It is the policy of the Franklin Park Civic Center Commission to cooperate with the public by making the Franklin Park Civic Center available to responsible, non-profit community organizations, when such use does not interfere with regularly scheduled events. This application must be completed in ink.

*NOTE: In exchange for the FREE use of the facility, the Commission and the City of New Franklin would appreciate donations, made payable to "Franklin Park Civic Center," and/or volunteers to assist on work days.*

NAME OF NON-PROFIT ORGANIZATION \_\_\_\_\_

SPONSOR'S NAME \_\_\_\_\_ PHONE (Res) \_\_\_\_\_

SPONSOR'S ADDRESS \_\_\_\_\_

DATE OF PROPOSED USE \_\_\_\_\_, 20\_\_\_\_ NUMBER ATTENDING \_\_\_\_\_

TIME OF PROPOSED USE \_\_\_\_\_ AM/PM TO \_\_\_\_\_ AM/PM

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1. **It is your responsibility to provide a copy of your signed Application to your clean-up committee in order to ensure that the terms of said Application are followed.** \_\_\_\_\_  
Renters' Initials
  2. All interested groups must submit an application on an annual basis.
  3. Each organization is entitled to one regular meeting per month. The use of the premises is subject to prior use and availability. There is a three (3) hour time limit.
  4. Rental fees and security deposits are charged for fund-raisers, parties and covered-dish dinners, held at the Franklin Park Civic Center by non-profit organizations.
  5. Each activity must have an adult sponsor who will be responsible for the proper conduct of the persons attending the activity. The sponsor must be at the Franklin Park Civic Center at the agreed-upon time, stated below. The sponsor will ensure that all members of the group gain

entry to the building through the designated entranceway.

6. The sponsor will be the last group member to leave the premises.
7. Rental is for 40 people maximum, inside the house.
8. **THE USE OF ALCOHOLIC BEVERAGES IS PROHIBITED.**
9. **SMOKING IS NOT PERMITTED IN THE BUILDING.**
10. The Franklin Park Civic Center and grounds is a **DRUG-FREE** environment.
11. **Absolutely NOTHING (tape, staples, fun-tac, nails, etc.) is to be placed on walls, lights or woodwork for displays or decorations.**
12. Candles may be used for decoration purposes indoors, but must remain **unlit**.
13. **Metallic confetti is NOT permitted.**
14. Rental includes use of one (1) restroom plus your designated area of the house. "Designated area" may include use of the patio and grounds; first floor, consisting of the foyer, living room, solarium, and hallway to the restroom; or the basement, consisting of the stairs, hallway, art room and restroom.
15. Said "designated area" shall be determined by the Caretaker.
16. If using the living room and solarium, the small kitchen may be used for WATER ONLY. The art room area has its own entrance, and you may use water from the basement restroom.
17. You may use a maximum of four 8' tables, 10 card tables and 40 chairs. It is your responsibility to set up, take down, and put tables and chairs away.
18. Parking is not permitted along the driveway or on the grass of the Civic Center grounds. Cars will be towed at the owners' expense if parked in these areas. Additional parking is available in the Portage Lakes State Park, adjacent to the Civic Center.
19. The desk, organ and piano, as well as pictures and plants, are not to be moved. If furniture is moved, return it to its original setting.
20. Clean-up includes:
  - A. Bagging, tying and removing all trash (including restrooms) to the dumpster, located at the rear of the house.
  - B. Washing all floors and sweeping all carpets of rooms used. (This includes all areas mentioned in #14 above.)

C. Placement of tables and chairs:

- a. Solarium: Place two 8' tables, 20 chairs and ten card tables, as designated.
- b. Dining Room: Place two 8' tables with eight chairs around each.
- c. Basement: Place all remaining card tables and chairs.

D. Cleaning patio, if applicable.

- 21. You are not permitted to dump ice or coffee on the lawn. Instead, ice chests must be emptied on the concrete by the garage and hot coffee from coffee urns must be poured down the butler's pantry sink only.
- 22. You must furnish your own trash bags (lawn & leaf or 55 gallon,) extension cords, 3-prong adapter plugs, etc.
- 23. Cleaning supplies, as well as a sweeper and broom, are located in the foyer closet by the front door. Additional supplies can be found in the tall closet beside the refrigerator, in the butler's pantry.
- 24. You must guarantee supervision of your members and guests to prevent property damage and to ensure that no one enters areas posted, "NO ADMITTANCE."
- 25. The organization and its sponsors shall save harmless and indemnify the Franklin Park Civic Center and the City of New Franklin by any reason of any allegation of liability for bodily injury, illness, death, or any damage or loss arising out of any act or omission on the part of the Franklin Park Civic Center Commission, the City of New Franklin, its staff, employees, agents, subtenants, licensees or assignees.
- 26. The Sponsor is liable to pay for any damages which occur to the premises, its contents and grounds during the rental period.
- 27. If, for any reason, you find it necessary to cancel, or reschedule your meeting, please contact the Caretaker, or leave a message at the Franklin Park Civic Center. Telephone (330) 644-1728.

I/We will use the facility consistent with the information provided on this application. I/We agree that I/We, our guests, outside contractors, and all other persons in or on the premises of Franklin Park Civic Center during the course of my/our meeting or rental period, will comply with all of the above rules; and furthermore, **I/we understand that failure of any of the above parties to comply will result in denial of future use of the facility.**

Sponsor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Sponsor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Caretaker's Signature \_\_\_\_\_ Date \_\_\_\_\_

Adopted by the Franklin Township Board of Trustees – 6/21/2000

Effective – 1/1/2004

Last Revised – 3/8/2006