



GENEVA TOWNSHIP
MEETING ROOM
RENTAL AGREEMENT

This contract for the rental of a venue is made this _____ day, of _____, 2026
by and between _____ residing at _____
_____ hereafter referred to as the Owner, and
_____, hereafter referred to as the Renter.

Whereas, the Renter desires to temporarily rent, occupy, and make use of the Owner's venue,
located at **256 North Cedar Street, Geneva, Ohio 44041** and known as **Geneva Township
Meeting Hall.**

Whereas, the Owner agrees to such rental, occupation, and use in consideration of certain
payments and covenants herein enumerated;

Now, therefore, the parties agree to the following terms and conditions:

The Renter shall pay sum of **\$150.00 for Geneva Residents and \$200.00 for Non-Geneva
Residents** no later than 30 days before the commencement of the rental period *if applicable.
There will also be a **\$50.00 deposit** which is for damages and will be returned to the Renter
with 30 days after completion of the event minus any amounts deemed necessary to repair
damages inflicted upon the venue by Renter and/or Renter's associates, guests, invitees,
contractors, and all other persons whatsoever who enter the venue during the rental period,
whether or not such persons did so with Renter's knowledge or consent.

Renter will be liable for any physical damages, legal actions, and/or loss of reputation or
business opportunities that Owner may incur as a consequence of the actions of Renter or any
of Renter's guests while Renter is in control of the venue, and shall indemnify and hold
harmless the Owner against any and all legal actions which may arise from Renter's use of the
venue.

Any disputes arising under this contract shall be adjudicated in the Owner's local jurisdiction.

In witness of their understanding of and agreement to the terms and conditions herein
contained, the parties affix their signatures below.

Renters Signature

Date

Geneva Township Signature

Date

RENTAL CONTACT INFORMATION

NAME	
ADDRESS	
PHONE	
EMAIL	
ADDITIONAL CONTACT	

RENTAL DATE AND TIMES REQUESTED

DATE REQUESTED	
NUMBER OF HOURS REQUESTED FOR EVENT	
DATE & TIME WANT INTO HALL	
TIME WILL BE OUT OF HALL	

TYPE OF EVENT HOLDING AT HALL

PLEASE DESCRIBE TYPE OF EVENT, ESTIMATED NUMBER OF PEOPLE ATTENDING EVENT AND ANY SPECIAL REQUESTS.	
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GENEVA TOWNSHIP CONTACT

Phone number	(440) 466-5599
Email	fiscalofficer@genevatownshipohio.gov
Contact Name	Tammy Caya, Fiscal Officer
Address	256 North Cedar Street, Geneva, Ohio 44041

Can mail contract back or drop it off in box outside of Geneva Township Hall.

RULES

1. Do not put thumb tacks or any other fastener in the walls.
2. Do not use open fire decorations.
3. Do not use scotch tape on the Walls.
4. Renter shall remove all personal property, trash, and other items that were not present in the venue when Renter took control of it.