

Allen County Sanitary Engineering Department Training Room User Agreement- Allen County Use

I, _____, of _____

Of full age, for and in consideration of the privilege and benefits to be derived from use of the Allen County Sanitary Engineer's Training Room do hereby release and forever discharge, absolve, and hold free from all harm, liability, or damage to me or my property.

I further agree to indemnify and hold harmless Allen County Sanitary Engineering from all claims, liabilities, damages, or suits of any nature whatsoever arising out of, because of, or due to my presence at or use of the Allen County Sanitary Engineer's Training Room, or due to any act or occurrence of omission or commission of myself, including but not limited to costs and a reasonable attorney's fee. In suits against Allen County, Ohio, or the Board of County Commissioners of Allen County, Allen County may, at its sole option, defend itself or allow another to provide the defense.

The Allen County Sanitary Engineering Department is not responsible legally, financially or otherwise, for any personal property brought into the Training Room, vehicles using parking facilities or for any injuries to the person(s) who has reserved the Training Room, their guests or any agents hired by the user. The entity for which the Training Room is reserved will be responsible for any damages of the facilities and/or guests personal property. The entity will also be responsible for cleaning the Training Room and placing furniture back to its original locations.

I further agree to pay the \$100 Training Room Annual Fee if I am not a part of the Allen County General Fund. I understand this fee is non-refundable and allows access to the room as needed for an entire calendar year.

With my signature below, I state that I have read, and fully understand and agree to be bound by the Allen County Sanitary Engineer's Training Room Use Guidelines. I also agree to submit a one-time annual deposit of \$100.00 for use of the room in 20__ if my department is not a part of the Allen County General Fund.

Please complete the below information and return it by mail or fax with the certificate of insurance to:

**Brandy Aller, Office Assistant
Allen County Sanitary Engineer
3230 N. Cole Street
Lima, Ohio 45801
Office: 419-996-4670
Fax: 419-229-3297**

User Printed Name: _____

User Signature: _____

Telephone #: _____

Reservation Dates: _____

Date: _____

Allen County Sanitary Engineering Department Training Room Guidelines

- **The Training Room is to be left in the condition in which it was received. Clients are responsible for their own set up and clean up. The room must be cleaned at the completion of the meeting time, in a manner that would allow another client to enter and use the facility immediately. Vacuum sweeper and carpet cleaner are available and located in the storage room. All surfaces and the sink in the kitchen must be thoroughly cleaned. Cleaning products are available in the kitchen below the sink. There will be a \$200.00 cleaning fee invoiced to the user(s) in the event the facility is not left in its original condition. Please contact Training Room coordinator in the event of any spills or damage.**
- The Training Room will accommodate seating for 48 persons with tables; there are additional chairs available for seating up to 85.
- Kitchen is available with refrigerator and microwave. Utensils, kitchenware, and dishtowels **are not provided** by the Sanitary Engineering Department.
- Alcoholic beverages, other intoxicants, and weapons are not permitted on the premises.
- Fire extinguisher, First Aid Kit, and AED (Automatic External Defibrillator) are located on the wall in the kitchen area.
- If you have a reservation that will go past 4:00 pm please see the Training Room coordinator to receive instructions for securing the building.
- The entity for which the Training Room is reserved will be responsible for any damages or cleaning of the Training Room.
- Chairs and tables are to be returned to their original locations. All audio/video and computer equipment are to be configured to their original settings.
- If excessive trash is accumulated a container is available to dispose of trash on the patio by the break room (through the kitchen the break room has a door with glass windows to the back patio). **Only bagged items are to be placed in the container.**
- **Allen County and/or the Sanitary Engineering Department are not responsible legally, financially or otherwise, for any personal property brought into the Training Room, vehicles using parking facilities or for any injuries to the person(s) who has reserved the Training Room, their guests or any agents hired by the user. The entity for which the Training Room is reserved will be responsible for any damages of the facilities and/or guests personal property.**