

COLUMBIA TOWNSHIP
TOWN HALL KEY USAGE AGREEMENT



I, the undersigned, acknowledge that this key is the property of Columbia Township and is not to be copied, replicated or used for any purpose other than those stated below.

This key is to be used for the sole purpose of opening and closing the Town Hall for an approved and prescheduled use.

There is a security deposit in the amount of \$20.00. This deposit will be refunded upon return of the key.

The key is not to be used by, or its use assigned to, anyone other than the person or persons signing below.

Use of this key to access the Town Hall at times and for uses other than those that have been approved and prescheduled shall result in the surrender of the key and may be considered trespass.

The key must be surrendered at any time at the request of the Columbia Township Board of Trustees or their designated representative.

SIGNATURE: _____ DATE: _____
(Individual or Group Representative Using Key)

GROUP: _____

SIGNATURE: _____ DATE: _____
(Columbia Township Witness)