

**OHIO TURNPIKE**  
**COMMUNITY ROOM PERMIT – REQUEST FORM**

\_\_\_\_\_ (“Customer”) hereby requests  
(Print Name of Authorized Representative)

\_\_\_\_\_ (“Organization”)

**Of**

\_\_\_\_\_ (Address) \_\_\_\_\_

\_\_\_\_\_ (City) \_\_\_\_\_ (State)

\_\_\_\_\_ (Phone Number) \_\_\_\_\_ (Email)

to use the Ohio Turnpike Community Room located at the **Middle Ridge / Vermilion Service Plaza**  
(circle one)

(the “premises”) from \_\_\_\_:00 \_\_.m. to \_\_\_\_:00 \_\_.m. on \_\_\_\_\_, 20\_\_\_\_.

For the purpose of:

\_\_\_\_\_  
\_\_\_\_\_

Number of Attendees : \_\_\_\_\_(45 Maximum)

*In consideration of this request, the Customer agrees to the following terms and conditions:*

- 1.) The property is to be used in a careful, safe and prudent manner with consideration to the customers of the Commission for whose benefit the plazas have been constructed and are maintained.
- 2.) Customer shall heed to the directives of Commission staff or any other person authorized to supervise the use of the premises at the time and date set forth above.
- 3.) Liability for any damages to the premises or additional cleaning not completed by the organization resulting from the use thereof shall be charged to the individual/organization that reserved the room. The Commission does not assume any responsibility whatsoever for personal property and/or equipment brought onto the property.
- 4.) No food, beverages, alcohol or other consumable items may be brought onto the premises from an outside source. All food and beverages served in the Community Room must be provided by the food vendors at the plaza. Smoking is prohibited.
- 5.) Customer agrees to pay the Commission a \$50.00 (refundable) security deposit, which must be received by the Commission prior to use of the premises.
- 6.) All display materials and/or decorations, posters or banners shall be subject to approval by the Commission. No materials may be hung with staples or tacks.

- 7.) The Commission reserves the right to deny access to the Community Room to any group/organization or individual(s) who have exhibited a disrespectful, disruptive or injurious demeanor toward either the Commission's staff, plaza vendors, the premises or members of the traveling public.
- 8.) The terms and conditions of this permit may be unilaterally modified by the Commission at any time.

**Special Requests**

Room Setup (Circle One)

- 1. Classroom Style – 40 people max (Tables, Chairs facing front)
- 2. Auditorium Style - 50 people max (Chairs, no tables facing front)
- 3. Conference Style – 28 people max (1 Lg. Square Table, facing inward)
- 4. Other - \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Request for Catering Information (Circle one)

- 1. Yes
- 2. No

Other Requests - \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**OHIO TURNPIKE COMMISSION**

**ORGANIZATION**

By: \_\_\_\_\_  
 Executive Director

\_\_\_\_\_  
 (Print Company/Organization Name)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

APPROVED:  
 \_\_\_\_\_  
 Director, Contracts Administration

Date : \_\_\_\_\_

*Please mail the completed form and security deposit to:*

The Ohio Turnpike Commission  
 Administration Building  
 682 Prospect Street  
 Berea, Ohio 44017  
 Attn: Service Plaza Operations – CRP RF