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## **Community Pavilion Rental Policy – Revised January 2026**

1. The Berkshire Community Pavilion (pavilion) is for use by residents and current employees of Berkshire Township, Berkshire Township based non-profit groups or organizations which have a cultural, educational, or civic purpose.
2. Rentals shall not be for commercial activities.
3. Persons renting the pavilion must be a resident or employee of Berkshire Township and at least twenty-one (21) years of age. The individual on the Berkshire Township Rental Agreement must be present during the entire use of the room by the group.  
  
    \*\*Proof of residency is required. A current ID, utility bill or other mail with name and address as documentation may be asked for.
4. Reservations are non-transferable.
5. Pavilion rentals are limited to 2 rentals per person/group per year. Additional rentals will need approval from the Township Administrator or the Board of Trustees.
6. Pavilion rentals are available daily during the dates of May 1<sup>st</sup> and October 30<sup>th</sup> between dawn and dusk for a 4-hour window.
7. Berkshire Township reserves the right to limit pavilion rentals to one event per day and further may limit rentals due to township events or township pavilion use as deemed by the Township Administrator.
8. A rental application, application fee, and security deposit must be submitted before any confirmation of reservation of the Pavilion is made. The rental fee is \$100.00. The security deposit is \$150.00 and will be returned in full if there is no damage to the premises. Any damage or cost of cleaning will be deducted from the security deposit.
9. Once a date is reserved there will be no refunds for pavilion application fees unless due to unforeseen circumstances such as a weather emergency. Any refund will need to be approved by the Township

Administrator and/or the Board of Trustees. Dates may be adjusted if available and mutually agreed upon and approved by the Township Administrator.

10. Users renting the Pavilion may not charge any fee or request donations for admission to the Pavilion during the rental period.

### **Reservations and Pavilion Rules**

1. Reservations will be made on a “first come – first served” basis. Reservations will be accepted up to 6 months in advance. Dates will not be held. Reservations are for the use of the pavilion only. A separate agreement applies to Township Hall rentals.
2. The rental agreement is for the pavilion only and does not entitle the renter to restrict the general public from using other park facilities such as restrooms or playground. Sidewalks should not be used for any party set-up.
3. The pavilion is a community facility and walk-on use is permitted; however, walk-on users must relinquish rented facilities to permit holders. Berkshire Township will post rentals on the message center outside of the pavilion and renters should carry a copy of their reservations in case of this scenario.
4. All activities must be under the supervision of an adult. Children must be supervised at all times inside or outside the building.
5. Noise must be kept to a reasonable level.
6. Set-up and clean-up will be the responsibility of the group/organization using the pavilion. The set-up and clean-up must be completed within 4 hours of rental window. The pavilion must be returned to its original condition. There is a mop sink in the East bathroom with a mop and bucket and a broom and dustpan will be available for use. Initial trash bags will be provided. **Trash must be bagged and placed in the larger bins inside the shed on the west side of the pavilion building.** Additional trash bags and cleaning supplies are the responsibility of the renter. **Please note that failure to empty trash may result in \$50.00 being withheld from your security deposit refund.**
7. Set up will be done on the day of the event. The room should be attended once items have been placed. Berkshire Township is not responsible for lost, stolen, or damaged items.
8. Glass garage doors are locked in an upright position and must remain so unless previously arranged with the township administrator. All door adjustments will be made by township personnel only.
9. The configuration of the room, number of occupants, and the decorations installed must meet the provisions as set forth in the Ohio Fire Code. The maximum capacity of the pavilion is 106 people.

10. Decorations, posters, or any other materials hung to decorate the room should be done with materials that do not damage the surface to which it is applied or do not leave a sticky residue. It is the responsibility of the group/organization to ensure that ALL materials/decorations used are removed and disposed of properly.
11. Alcoholic beverages are prohibited on the property.
12. Smoking and the use of tobacco/vaping products are prohibited on the property.
13. Firearms, fireworks, explosives, and the building of fires are prohibited on Berkshire Township Property.
14. Food Trucks, petting zoos, inflatable play apparatuses and the like are prohibited.
15. No glass container in the pavilion.
16. No bare feet.
17. Pets must be leashed when present.
18. No bikes, scooters, skateboards or similar are allowed in the pavilion.
19. Gas/charcoal grills may be used but NOT inside the pavilion. There is a concrete pad provided on the South side of the pavilion for grill set-up. Please use this pad only.
20. Space heaters, portable air conditioning units and other high amp draw items are prohibited.
21. The individual and/or group/organization using the pavilion is financially responsible for any damage to Township property, the building, furnishings, and equipment. The individual and/or group/organization assumes responsibility for all loss, damage, or injury arising from the use of the pavilion. **Berkshire Township reserves the right to assess a fee to cover costs associated with damaged items.**
22. The pavilion must be vacated no later than dusk.
23. **Violations of these rules will cause further use of the Pavilion by an individual, group/organization to be denied.**
24. The Township Administrator or Board of Trustees may, for any reason, deny or cancel any reservation of the pavilion.