



Hall Rental Policy

1. The primary function of the Berkshire Township Hall ("Hall") is to house offices of road maintenance/repair, economic development, zoning, and administration and to provide a meeting space for public meetings relating to the Township. Additionally, the Township Trustees have deemed it a place to provide a gathering/meeting space for the residents of Berkshire Township. Berkshire Township, through this Township Hall Rental Policy ("Policy"), establishes this Hall as a limited public forum subject to the express limitations set forth in this policy in such a manner that will not disrupt the primary functions of Berkshire Township.
2. The Hall, to the extent that it is available to the public as a limited public forum, 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. The Hall is also available to other government agencies or organizations with which the Township has a partnership with. Rentals shall not be for commercial activities.
3. Persons renting the Hall 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 nontransferable.
5. Hall 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. Hall rental hours are Monday through Friday 5:00 p.m. to 9:00 p.m. and Saturday and Sunday 8:00 a.m. to 9:00 p.m.

7. Berkshire Township reserves the right to limit Hall rentals to one event per weekend. Weekend is defined as Friday at 5:00 p.m. through end of day Sunday.
8. A rental application, application fee, and security deposit must be submitted before any confirmation of reservation of the Hall is made. The rental fee is \$200.00. The security deposit is \$300.00 and will be returned in full if there is no damage to the premises. Any damages or cost of cleaning will be deducted from the security deposit. There is no charge for Township HOA annual meetings.
9. Once a date is reserved there will be no refunds for hall 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 Hall may not charge any fee or request donations for admission to the Hall during the rental period.
11. Berkshire Township use of the Hall takes precedence over any other use and the Township reserves the right to cancel the use of the Hall by an outside organization or individual if the Township Administrator or the Board of Trustees determines that the meeting space is needed for Township purposes.

Reservations and Hall 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 Hall only. Public restroom facilities are in the front hallway adjacent to the room. **There shall be no entry into the shop or administrative office area at any time.**
2. The kitchenette is for use in conjunction with the Township Hall. Berkshire Township does not provide dishes, silverware, table covers, kitchen utensils, paper products etc. You must bring any serving ware you will need for your event. Any items left behind will be discarded.
3. All activities must be under the supervision of an adult. Children must be supervised at all times inside or outside the building.
4. Noise must be kept to a reasonable level.
5. The thermostat is set via Township policy and **shall not be adjusted.**

6. Room set up and tear down will be the responsibility of the group/organization using the room. Room must be returned to original condition.
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. 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 room is 108 persons.
9. 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 does 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.**
10. Only folding tables and chairs may be moved by members of the public. Other furnishings and appliances shall not be altered. The township sound system is off limits and shall not be tampered with.
11. Hall cleanup is the responsibility of the individual, group, and/or organization using the room. This includes the main Hall, kitchenette, bathrooms, and entry.
12. Sweeping of hard surfaces and vacuuming must be done after each use and is the responsibility of the group/organization using the room. There will be a broom, dustpan, and vacuum available for use. Please vacuum carpet as well as all runners.
13. All trash must be bagged and placed in the Dumpster behind the building in the northwest corner. (This includes bathrooms).
14. **Alcoholic beverages are prohibited on the property.**
15. **Smoking and the use of tobacco products are prohibited in the Township Hall.**
16. Glitter and confetti are prohibited. Streamers, balloons, and the like should be picked up prior to vacuuming to not damage equipment.
17. The individual and/or group/organization using the Hall 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 Township Hall. **Berkshire Township reserves the right to assess a fee to recover costs associated with damaged items.**

18. The room must be cleaned and vacated no later than 9:00 PM unless otherwise approved in writing by the Township.
19. **Violations of these rules will cause the further use of the Hall by an individual, group/organization to be denied.**
20. The Township Administrator or Board of Trustees may, for any reason, deny or cancel any reservation of the Hall.