



**Thank you for your interest in renting the Berkshire Township Hall.** Please find attached the Berkshire Township Hall Rental Policy. The Hall is a government facility and is used for Township business on a regular basis. To allow residents to rent this building for personal events, the hall must be maintained in a professional manner. The Township Hall can be reserved for one day only. Please allow time for room setup and clean up in your requested rental. All renters are required to provide a one-week cancellation notice to the Township. If you have any questions, please contact the Berkshire Township office at 740.965.2992.

**BERKSHIRE TOWNSHIP HALL RENTAL AGREEMENT**

*Please fill out completely.*

Person/Organization: \_\_\_\_\_  
*Please print. All applicants must be a resident/business of Berkshire Township.*

Address: \_\_\_\_\_

Cell: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Date requested: \_\_\_\_/\_\_\_\_/\_\_\_\_ From: \_\_\_\_\_ a.m./p.m. To: \_\_\_\_\_ a.m./p.m.

Purpose of rental: \_\_\_\_\_

*Please note: You will receive a written email confirmation which will provide a unique time sensitive access code for the date of your event.*

Please write **two separate** checks payable to Berkshire Township, check one for the \$100.00 rental fee and check two for \$150.00 security deposit (*your deposit check will be returned once the Township Hall has passed the cleaning inspection*).

The applicant agrees to abide by the Berkshire Township Hall Rental Policy. I have read and understand and agree to all terms stated in the Berkshire Township Hall Rental Agreement in its entirety.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**FOR TOWNSHIP USE ONLY**

Applicant: \_\_\_\_\_ Date Requested: \_\_\_\_/\_\_\_\_/\_\_\_\_

Rent check received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Security Deposit check received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Confirmation emailed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Hall inspected: \_\_\_\_/\_\_\_\_/\_\_\_\_

Security Deposit returned: \_\_\_\_/\_\_\_\_/\_\_\_\_

Township Employee initials: \_\_\_\_\_