



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 it is your responsibility to pick up the key during regular business hours Monday thru Thursday 8:00 a.m. thru 3:00 p.m.

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 and the key has been returned*).

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: ____/____/____

Key picked up: ____/____/____ Key returned: ____/____/____

Hall inspected: ____/____/____ Security Deposit returned: ____/____/____

Township Employee initials: _____