



Berkshire Township Hall Rental Policy

1. The primary function of the Berkshire Township Hall is to provide a gathering/meeting space for the residents of Berkshire Township. Berkshire Township, through this Township Hall Rental Policy, establishes this township 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 of Berkshire Township, to the extent that it is available to the public as a limited public forum, is for use by residents of Berkshire Township, Berkshire Township based non-profit groups or organizations which have a cultural, educational, or civic purpose. The Township Hall is also available to other government agencies or organizations in which the township has a partnership with.
3. Persons renting the township hall must be a resident 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 utility bill or other mail with name and address as documentation will be asked for.
4. Reservations are not transferable from one individual or group to another.
5. Hall rentals are limited to 3 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. A rental application, application fee and security deposit must be submitted before any reservation of the hall. The rental fee is \$100.00 (rentals shall not be for commercial activities). A security deposit of \$150.00 is also required and will be returned in full if there are no damages 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.
8. The individual or group/organization using the township hall may not charge admission, a fee, or ask for donations.
9. Berkshire Township use of the township hall takes precedence over any other use and the township reserves the right to cancel the use of the township 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.

Reservation and Hall Rules

1. Reservations will be made on a “first come – first served” basis. Reservations will only be taken up to 4 months in advance.
2. Reservations can be made by calling 740-965-2992. A *Berkshire Township Hall Rental Agreement* is required to be completed and returned to the township offices.
3. The contact person for the group/organization must provide the name of the group, a contact number, mailing address, email address, and intended purpose for using the room upon submitting their request.
4. Reservations are for the use of the township 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.**
5. 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.
6. Upon arriving, we ask that you speak with a member of the staff prior to setting up unless your reservation is outside of normal business hours.

7. All activities must be under the supervision of an adult.
8. Noise must be kept to a reasonable level.
9. The thermostat is set via township policy and **should not be adjusted.**
10. Room set up and tear down will be the responsibility of the group/organization using the room.
11. 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 that are left unattended.
12. The configuration of the room, number of occupants, and the decorations installed must meet the provisions as set forth in the Ohio Fire Code.
13. 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.**
14. Items should not be placed against the wall. Only folding tables and chairs should be moved by members of the public. Other furnishings and appliances should not be altered.
15. Room cleanup is the responsibility of the group/organization using the room.
16. All groups/organizations are responsible for returning the meeting room to its original condition.
17. Vacuuming must be done after each use and is the responsibility of the group/organization using the room. There will be a vacuum available to use.
18. All trash must be bagged and placed in the Dumpster behind the building (northwest corner).
19. **Alcoholic beverages are prohibited on the property.**
20. **Smoking and the use of tobacco products are prohibited in the Township hall.**

21. The individual or group/organization using the township hall is financially responsible for any damage to Township property, the building, furnishings, and equipment. The individual 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.**
22. The room must be cleaned and vacated no later than 9:00 PM.
23. **Violations of these rules will cause the further use of the room 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 township hall.