



COITSVILLE  
TOWNSHIP

3711 McCartney Road  
Lowellville, Ohio 44436

### **COITSVILLE TOWN HALL RENTAL POLICY**

1. 50% of the rental fee is due upon signing the rental agreement. Balance due before receiving keys to Coitsville Town Hall. Keys are to be returned to Administration building / Secretary.
2. The Coitsville Town Hall shall not be used for any purpose other than the stated purpose on the application unless written permission is acquired.
3. NO DANGEROUS OR UNLAWFUL ACTIVITY IS PERMITTED TO OCCUR ON COITSVILLE TOWNSHIP PREMISES DURING THE TIME COVERED BY THIS AGREEMENT.
4. NO ILLEGAL DRUGS, OR INTOXICATED PERSONS ARE PERMITTED ON PREMISES.
5. NO GAMBLING PERMITTED ON PREMISES
6. If alcoholic beverages are served, a police officer from the Coitsville Township will be hired as a security officer at a rate of \$30.00 per hour with a minimum of 4 hours. The payment is to be made to officer in cash.
7. No renter may sublet the Coitsville Town Hall or any portion thereof at any time.
8. 60 people maximum capacity.
9. The Coitsville Town Hall is a smoke free facility.
10. Only the downstairs of the building is to be used for the event.
11. Town Hall tables, chairs and furnishings may not be removed from facility. Facility should be left in the same manner as found. No staples, tape, tacks, or nails to be used on ceiling or walls. No fog, smoke or bubble machines allowed inside the Coitsville Town Hall.
12. Renter will reimburse Coitsville Township for any damages to the premises, building, furnishings or equipment.
13. Handicapped accessibility: applicant is renting facility with the understanding that handicap facilities are not available.
14. Rental function shall end by 11:00 pm.
15. All garbage should be bagged and thrown into the dumpster behind the building.
16. All paper products, coffee and coffee pots, pots and pans, skillets, etc., must be supplied by the renter. This includes cups, silverware, plates and ice.
17. Rental and security deposit will be forfeited by renters who fail for any reason to fulfill or otherwise breach the terms of the rental agreement. You can lose permission to rent the town hall again.
18. All rules and regulations and fees are subject to change by order of the Coitsville Township Board of Trustees without notice.