

BERLIN TOWNSHIP MEETING ROOM  
**RESIDENT APPLICATION**

The Berlin Township Public Meeting Room will be available to all responsible residents, employees and organizations of Berlin Township. (No organizations operating for profit)

The Berlin Township Trustees will have final approval of persons and organizations using the meeting room.

The Township Meeting Room will be available from the hours of 9 a.m. until 12 midnight weekdays and Saturdays; and 12 noon until 9 p.m. on Sundays.

Use of the meeting room shall include the use of the meeting room, restrooms and kitchenette; with available facilities and equipment in the kitchenette. Please use trivets for hot dishes on plastic tables.

It will be the responsibility of persons or organizations to leave the meeting room clean and in order (**vacuum floor, wipe off all tables**) and **deposit all waste** in provided refuse receptacles **on the east side of the building** when leaving.

**MEETING ROOM CAPACITY** – Eighty (80) persons

**NO PARKING** in front of any exterior doors at the building facility

**NO BLOCKING** of egress doors

**NO ALCOHOLIC BEVERAGES**

**NO TAPE on wall or ceiling**

**NO SMOKING** anywhere inside the facility

**NO RENTING, LEASING OR LOANING** of chairs, tables or any other equipment owned by the township

**\*\*\*FEES PAYABLE IN ADVANCE** will be Eighty-Five dollars (\$85.00) per meeting which includes a Fifty dollars (\$50.00) refundable deposit. Any person or organization leaving the meeting room in unsatisfactory condition will forfeit the refundable deposit as a clean-up charge and pay for any damage to the building or equipment. **Entrance to the building will be with use of a security tag that must be picked up from the township. Return of the deposit includes return of the security tag to the township.**

Any youth group shall be required to have a supervisor or responsible person present at all meetings.

All meetings will be posted on a calendar in the meeting room.

**RULES and REGULATIONS** will be posted in the meeting room and will be available upon request. All rules, regulations are subject to change by order of the Berlin Township Trustees without notice.

Renter or Responsible Party agrees to hold Berlin Township harmless of any liability.

**EMERGENCY CONTACT PERSONS:** Cathy Rippel @ 740.816.0698; Ron Bullard @ 740-548-5463; Steve Flaherty @ 740-972-1391 and Adam Fleischer @ 740-816-6993

PRNT NAME: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST. \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ RENTAL DATE \_\_\_\_\_ RECEIPT # \_\_\_\_\_