

BERLIN TOWNSHIP MEETING ROOM  
**APPLICATION**  
RULES, REGULATIONS and FEES

The Berlin Township Public Meeting Room will be available to all responsible residents, employees and organizations of Berlin Township.

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 GLITTER ALLOWED**

**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 dollar (\$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.

In consideration of the use of the Hall, the Renter agrees to rent the Hall from the Berlin Township Trustees subject to the following terms and conditions:

**Indemnity:**

To the fullest extent of the law and without limitation, the Renter agrees to indemnify and hold free and harmless the Board, Berlin Township, Delaware County, Ohio and all of their respective boards, officers, officials, employees, volunteers, agents, servants and representatives (collectively "Indemnified Parties") from any and all actions, claims, suits, demands, judgments, damages, losses, costs, and expenses, including, but not limited to attorney's fees, arising out of or resulting from any accident, injury, bodily injury, sickness, disease, illness, death, or occurrence, regardless of type or nature, negligent or accidental, actual or threatened, intentional or unintentional, known or unknown, realized or unrealized, related in any manner, in whole or in part, to the Renter's or any guest of the Renter's use of the Hall, Building, and/or Grounds and/or the actions or omissions of the Renter, any guest of the Renter, or any other person that the Renter allows or permits to be in the Hall, Building, and/or on the Grounds. The Renter agrees that in the event of or should any such actions, claims, suits, or demands be brought against the Indemnified Parties that the Renter shall, at its own expense, promptly retain defense counsel to represent, defend, and protect the Indemnified Parties, paying any and all attorney's fees, costs, and expenses. The Renter further agrees that in the event of or should any such actions, claims, suits, or demands be brought

against the Indemnified Parties, that the Renter shall pay, settle, compromise and procure the discharge of any and all judgments, damages, losses, costs, and expenses, including, but not limited to attorney's fees.

**Damage to Property:**

The Renter shall assume full responsibility for, pay for, and shall indemnify and hold free and harmless the Indemnified Parties from any harm, damage, destruction, injury, or loss, regardless of type or nature, known or unknown, realized or unrealized, to any property, real or personal, belonging to the Indemnified Parties, Renter, or others, including but not limited to real estate, buildings, structures, fixtures, furnishings, equipment, vehicles, supplies, accessories and/or parts arising out of or resulting in whole or in part from any acts or omissions negligent or accidental, actual or threatened, intentional or unintentional of the Renter, any guest of the Renter, or any other person that the Renter allows or permits to be in the Hall, Building, and/or on the Grounds.

**EMERGENCY CONTACT PERSONS:** Cathy Rippel @ 740-816-0698; Ron Bullard @ 740-548-5463; Tom D'Amico @740-815-2020; Ken O'Brien @ 740-972-0643

PRINT NAME: \_\_\_\_\_

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

Address \_\_\_\_\_ City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ RENTAL DATE \_\_\_\_\_ Receipt # \_\_\_\_\_