

BERLIN TOWNSHIP MEETING ROOM
RULES, REGULATIONS and FEES
APPLICATION

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 10 a.m. until 10:00 p.m. weekdays and Saturdays; and 12 noon until 8 p.m. on Sundays. These hours include setup and cleanup time.

Use of the meeting room shall include and be limited to: 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. Use of the balance of the building or its grounds are prohibited.

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 or TOBACCO USE anywhere on township property, within or around.

NO RENTING, LEASING OR LOANING of chairs, tables or any other equipment owned by the township and should not exit the building unless prior authorization is received.

*****FEES PAYABLE IN ADVANCE** are noted below. Please note the check provided will be cashed and a new check issued if any deposit is returned. Any person or organization leaving the meeting room in unsatisfactory condition will forfeit the entire amount of 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. No balls, sports, or other activities that may result in the ceiling or walls being utilized are permitted.

All meetings will be posted on a calendar in the township hall.

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 Township Hall contains expensive equipment inclusive of but not limited to: ceiling microphones, smartboard, camera, leather executive chairs. 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. The renter is solely responsible for all damage done to property and is advised to establish proper coverage for such expenses. All damage is the responsibility of the renter, whether covered by deposit or not.

PICTURES:

The renter, alone, is responsible for any before and after pictures of the facility to ensure all items are in proper working order prior to rental as well as the building is left in the condition found upon completion of the rental. Failure to take pictures with any noted damage may result in loss of deposit and/or additional charges if there is any equipment damage.

EMERGENCY CONTACT PERSONS: Cathy Rippel @ 740-816-0698; Ron Bullard @ 740-548-5463; Meghan Raehll @ 614-832-1952; Ken O'Brien @ 740-972-0643.

PRINT NAME: _____

SIGNATURE _____ DATE _____

ADDRESS _____ CITY _____ OH _____ Zip _____

PHONE _____ RENTAL DATE _____ REC # _____