

# Edinburg Township

## Portage County, Ohio

### Trustees

**Jeffrey Bixler**  
330-256-7085

**Chris Diehl**  
330-281-1348

**Tim Pfile**  
330-618-4076

### Fiscal Officer

**William McCluskey**  
330-325-0271(O)

## EDINBURG TOWNSHIP TOWN HALL RENTAL AGREEMENT

Area/Facility Reserved: \_\_\_\_\_ Group/Organization/Person: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone# \_\_\_\_\_  
Purpose: \_\_\_\_\_ Date reserved: \_\_\_\_\_ Hours: \_\_\_\_\_ to \_\_\_\_\_

Edinburg Township reserves the right to deny use of the Township facilities to anyone who fails to comply with rules and regulations set forth. It is understood that the group or organization using the above designated facility will comply with the rules of the State of Ohio, the Township of Edinburg and all rules and regulations set forth by Edinburg Township and:

1. Be responsible for all persons in the group/organization using the facility.
2. **Assume liability for any and all damage done to the facility.**
3. Will park ONLY in designated areas. **DO NOT BLOCK DUMPSTERS, TOWNSHIP OFFICE, RECYCLING AREA OR GARAGE PARKING AREAS.**
4. Put tables and chairs away when finished.
5. Clean all areas that you have used; kitchen, restrooms, main room area.
6. Remove bags from trash cans and place them in the township dumpster next to township garage.
7. There are new bags under the kitchen sink cupboard.
8. Turn off all lights.
9. Lock the side door and the front inside double doors.
10. Will observe the posted rules.
11. **NO alcoholic beverages, tobacco products or smoking in the facility.**
12. Will be responsible for calls made from the Town hall phone.
13. Will observe Town hall room capacity: with tables and chairs 120, chairs only 200, standing only 300. Township has approximately 90 chairs, 11-8' tables and 1-6' table.
14. Agrees to rental charges: **Residents 75.00 for 5 hours, \$100.00 over 5 hours.**  
**Non-Residents 100.00 for 5 hours, \$250.00 over 5 hours.**
15. NO decorations hung from ceiling. NO tape to be used on ceiling, walls, doors or tables.
16. Cancellation of the Town hall rental must be two weeks in advance of scheduled date and there is a \$25.00 cancellation fee. NO REFUNDS if cancellation is after the 2 week period.

I have read and understood the above policies and regulations and agree to comply. For and in consideration of the permission to use the above facility, I the undersigned, acquit, discharge and covenant to hold harmless the Township of Edinburg, its officers and employees of and from any and all actions, causes of actions, claims, demands, damages, costs, loss of personal injury or damage which may result to group/organization member as a result of participation in the aforementioned activity at the described facility.

Date: \_\_\_\_\_ Renter signature: \_\_\_\_\_

Township Representative: \_\_\_\_\_

Contact: **Debra Diehl 330-947-3407** to check availability. Once scheduled, please complete the form and mail with check, made payable to:

**Edinburg Township**  
**P.O. Box 485 Rootstown, Ohio 44272**

**NSF FEE FOR RETURNED CHECKS IS \$35.00**

**In case of emergency**  
**during rental**  
**Contact**  
**Kevin Biltz**  
**330-815-4945**

[www.edinburgtownship.com](http://www.edinburgtownship.com)  
6856 Tallmadge Road • P.O. Box 485 • Rootstown, Ohio 44272