

**HALL RESERVATION FORM
COHOCTAH TOWNSHIP**

Name _____ Phone: _____

Physical address _____

Mailing address _____

Date of use _____ Hours _____

Purpose _____

Residents, noncommercial; no maintenance fee _____

Residents, commercial; \$25 maintenance fee _____

Non-residents, \$100 maintenance fee _____

REGULATIONS

- ◆ Alcohol is prohibited
- ◆ Smoking is prohibited
- ◆ Do not move chair racks
- ◆ Do not move or attempt to use copy machine
- ◆ Do not tape or affix anything to wall-mounted maps or display cases
- ◆ Do not move wall maps or wall calendar
- ◆ Fold tables (8) and chairs (98) and return to original position
- ◆ Wipe up any spills from floors
- ◆ Wash and put away dishes
- ◆ Wipe down countertops and tables
- ◆ Sweep and vacuum floors (broom in stairwell, vacuum in bathroom)
- ◆ Remove trash
- ◆ Turn heat down to 58 degrees
- ◆ Lock doors and turn off lights
- ◆ Leave key on kitchen counter
- ◆ **Leave no tape on the tables; your deposit will be kept if tape is left.**

LEAVE NO TRACE

A deposit of \$25 is required and will be returned by mail provided all of the above conditions have been met.

I understand and agree to the regulations stated above and further agree to be held responsible for any damage that may occur to the Hall and its contents during my use.

Signature

Date