

**HALL RESERVATION FORM  
COHOCTAH TOWNSHIP**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS (physical) \_\_\_\_\_

ADDRESS (mailing) \_\_\_\_\_

DATE OF USE \_\_\_\_\_ HOURS \_\_\_\_\_

PURPOSE \_\_\_\_\_

Residents, noncommercial-no maintenance fee \_\_\_\_\_

Residents, commercial-\$25.00 maintenance fee \_\_\_\_\_

Nonresidents- \$100.00 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
- Fold table (8) and chairs (98) and return to original position
- Wipe up any spills from floors
- Wash and put away dishes
- Wipe down counter tops 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 TRACE**

*A deposit of \$25.00 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 by use.**

\_\_\_\_\_  
**Signature**

Rev 4/1/09 bm

\_\_\_\_\_  
**Date**