

ROSSFORD RECREATION CENTER
ROOM RENTAL & GYMNASIUM AGREEMENT FORM

Date of Event: _____ Number of persons attending: _____

Name: _____ Phone: _____

Address: _____ City/State/Zip: _____

Room (s) Requested: Room A _____ Room B _____ Room C _____

If there are multiple parties, renters share the use of kitchen

OTHER SPACE: ½ GYMNASIUM: _____ WHOLE GYMNASIUM: _____

*Any rentals involving half the gym or the whole gym must be made directly with the Recreation Director

ALL ROOM RENTALS RECEIVE A COMPLIMENTARY ½ HOUR BEFORE & AFTER EVENT FOR SET-UP & CLEAN-UP

Set-up Time (30 minutes before the event): _____ Event Starting Time: _____

Event Ending Time: _____ Walk-Out Time (30 minutes after event ends) _____

*Must be leaving at this time after clean-up complete

Purpose for which space is to be used: ___ Party/Shower ___ Meeting/Conference ___ Other

Please Specify

PLEASE READ TERMS, RATES, & POLICIES ON REVERSE SIDE

-----OFFICE STAFF USE-----

DOWN PAYMENT AMOUNT (must be at least 50%): _____ Date of Payment: _____ Staff Initials: _____

PAYMENT METHOD: CASH: _____ CHECK: _____ CARD: _____

REMAINING BALANCE: _____ Date of Payment: _____ Staff Initials: _____

PAYMENT METHOD: CASH: _____ CHECK: _____ CARD: _____

DIRECTOR APPROVAL (ONLY NEEDED FOR RENTALS INVOLVING GYM): _____

RENTAL RATES FOR THE MEETING ROOMS

All rooms use the kitchen if more than one room is being used by different rentals

1-Room (3 Hours)	\$60 RCRC Members & Rossford Residents (\$7.50 per extra hr)	\$90 Non-resident (Nonmembers)
2-Rooms(3 Hours)	\$110 RCRC Members & Rossford Residents (\$13.00 per extra hr)	\$165 Non-resident (Nonmembers)
3-Rooms(3 Hours)	\$160 RCRC Members & Rossford Residents (\$15 per extra hr)	\$240 Non-resident (nonmembers)

GYMNASIUM \$50 per hour for Full Gymnasium; \$25 per hour for 1/2 Gymnasium

GYMNASIUM & ROOM COMBO \$60 Members/\$90 Non-Members for 2 hours, \$15 per hour for additional Meeting Room Time

NOTE ON GYMNASIUM RENTALS: Due to our busy gym schedule, these rentals must be made with & approved directly by the Parks & Recreation Director to avoid scheduling conflicts with our member usage of the gymnasium or programs/special events that may be scheduled in the gymnasium.

General Terms and Conditions

1. The signee shall be held financially responsible for any damage resulting to building and/or equipment
2. If this request is granted, it should be understood by the organization filing such request that the City of Rossford reserves the right to rescind its actions if it should be determined subsequent to the approval of the request that the facilities involved are needed by the City
3. The organization agrees to enforce the City of Rossford regulation forbidding the possession or consumption of alcoholic beverage in any form or gambling of any kind
4. The organization agrees, at all meetings of assembly nature or where the general public may attend to display the flag of the United States of America when requested by the City of Rossford.
5. The organization/person in charge agree to all terms and conditions set forth above and to furnish any additional information if requested by the City of Rossford.
6. Any fees involved with the use of facilities must be paid upon the day of the event.
7. Center must be cleaned and left in good order. Users are responsible for providing their own garbage bags. Bags must be placed in the parking lot dumpster.
8. If user owned equipment is stored at the Recreation Center it will be at the risk of the user. The City of Rossford nor the Rossford community Center will not be liable for replacement of equipment.
9. Occupancy has been established by the Fire Marshal in the following manner.

Meeting rooms (w/ tables & Chairs) ~ 168 persons Each Room (w/ tables & Chairs) ~ 56 persons

DECORATION POLICY

RENTER UNDERSTANDS AND AGREES THAT NO DECORATIONS ARE TO BE ATTACHED TO THE WALLS, CEILING, CURTAINS, DOORS, OR WINDOWS IN THE COMMUNITY CENTER.

AGREEMENT

I hereby agree to hold myself personally responsible for supervising the persons attending and their conduct, for any damage with mat result to city property. I further agree to be responsible for all charges that may be made. I have read and concur with conditions as outlined under GENERAL TERMS AND CONDITIONS GOVERNING THE USE OF THE ROSSFORD COMMUNITY RECREATION CENTER.

I understand that this permit does NOT include accident or personal property insurance and that is the responsibility of the signee or group using facility to secure such insurance for all accidents which may occur during use of the facility. Furthermore, I understand that neither the City of Rossford nor any of its employees assume liability in the event of an accident or loss of personal property at site where activities are held. The applicant agrees to hold the City of Rossford harmless for any accidents or loss which may occur on city property during the permitted use.

Renter's Signature

Organization (if applicable)

Date