



# FACILITY RENTAL APPLICATION

RETURN TO:  
National Trail Parks and Recreation District  
1301 Mitchell Blvd., Springfield OH 45503  
Phone: 937-328-PARK (7275) Fax: 937-328-3966 Website: ntpd.org

Day / Date(s) of Event \_\_\_\_\_ Starting/Ending Time \_\_\_\_\_

Applicant Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Organization Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone (\_\_\_\_\_) \_\_\_\_\_ Secondary Phone (\_\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

Type of Event \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ Admission Fee: Yes  No

Will food be served? Yes  No  Will food be sold? Yes  No  (If sold, Health Dept. permits are required.)

Will event be promoted? Yes  No  If yes, describe \_\_\_\_\_

Additional Contact Name \_\_\_\_\_

Contact Phone (\_\_\_\_\_) \_\_\_\_\_ Contact Email \_\_\_\_\_

**Administrative Office Building:**  Large Training Room  Small Board Room  Kitchen

### Rules and Regulations:

- Use the facility as it is intended and noted above. Applicant cannot sublease the facility.
- Tables and chairs are provided. However, you must provide table covers. No alcoholic beverages allowed.
- The use of glue, tacks, nails, staples, tape (other than blue painter's tape), confetti, glitter, rice, or other similar products are prohibited. Decorations may only be placed using the designated, provided ceiling tile clips or adhered to walls or doors using blue painter's tape ONLY. All decorations brought into the facility must be properly removed and placed in trash bins or taken home.
- All preparation (set-up) time and clean-up time must be included in your rental period. All trash must be placed in provided trash bins. Facility (room and kitchen if rented) must be left in similar condition as provided upon rental. NTPRD staff will empty trash bins and sweep / mop floors.
- Traffic flow to be maintained at all times, park vehicles in appropriate parking areas. If event during normal business hours, attendees will be required to park vehicles in annex parking lot
- Applicant may be required to provide liability insurance. Applicant may be required to pay additional fees (see page 2). NTPRD reserves the right to terminate this agreement if necessary.
- Applicant will be financially responsible for damages that occur during the rental period and shall hold harmless NTPRD, the City of Springfield and the Board of Clark County Commissioners, from any and all claims that might occur as a result of the applicants' occupancy.

### **THIS AGREEMENT IS NOT IN EFFECT UNTIL SIGNED BY BOTH PARTIES**

Signature of Applicant / Representative \_\_\_\_\_ Date \_\_\_\_\_

Signature of NTPRD Representative \_\_\_\_\_ Date \_\_\_\_\_

**NTPRD** does hereby grant unto the Applicant, upon the terms and provisions set forth, the right to use the facility indicated above for the purpose also stated above.



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**For Office Use Only**

	<u>Amount Due</u>	<u>Amount Paid</u>	<u>Date</u>	<u>Receipt</u>
Non-Refundable Deposit	\$35.00	_____	_____	_____
Rental Fee (____ hrs x \$55/hr)	_____	_____	_____	_____
Additional Fees (Kitchen, etc)	_____	_____	_____	_____
Total Due for This Rental	_____	<input type="checkbox"/> <b>Paid in Full</b>		

**NOTE: ALL FEES MUST BE PAID IN FULL TWO (2) WEEKS PRIOR TO THE EVENT.**

Space Reserved \_\_\_\_\_ On Calendar of Events \_\_\_\_\_ On-Site Staff \_\_\_\_\_

Notes \_\_\_\_\_

**Room Rental Hours**

Rooms are available for rent Saturdays 2pm – 9pm, Sundays 9am – 9pm, and weekdays upon staff approval. This facility is not available for public rental during holidays / holiday weekends.

**Rental Fees**

\$35.00 non-refundable deposit is required upon reservation for all paying individuals / groups **plus** \$55.00 per hour or any part of an hour. All fees must be paid in full two (2) weeks prior to the event to prevent forfeiture of the room reservation. Includes set up, all utilities, staff member to open / close building, and clean up.

**Cancellation Fees**

If reservation is cancelled WITHIN three (3) business days prior to the event, there is NO REFUND. If cancelled prior to three (3) business days of the event, all rental fees paid are subject to a 15% CANCELLATION FEE in addition to the \$35.00 NON-REFUNDABLE DEPOSIT. Refunds would be issued by check. Cancellations must be made in person or by phone.

**Additional Fees**

- Use of Kitchen \$20.00
- Multi-Media Equipment \* \$25.00
- Flip Charts with Markers \$5.00
- Copies \$0.05 per copy
- Wi-Fi Access \* \$10.00

Total of ALL Additional Fees \_\_\_\_\_ (Include in fees above)

\* Use of multi-media equipment and Wi-Fi access are only available for use during normal NTPRD business hours.

NOTE: Fees may be waived if a NTPRD staff member makes the reservation and is approved by Executive Director. Such staff member will be responsible for set up, clean up and must be on site during entire activity. Executive Director may also waive all or part of fees if it is determined to be in the best interest of the community and/or NTPRD (i.e., a corporate sponsor for NTPRD events).