



# Rental Application

Application Date: \_\_\_\_\_ Staff Person Accepting Application \_\_\_\_\_

Name of Person/Organization \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Person Accepting Responsibility for Function \_\_\_\_\_

Ph #: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Date(s) Requested: \_\_\_\_\_ Time: \_\_\_\_\_

Intended Use of Facilities: \_\_\_\_\_

**What type of activity, instruction, party, etc.? Be Specific. (The village has the right to deny use for any reason.)**

Will you sell tickets, alcohol, chances, products, etc.?  Yes  No, If yes, what: \_\_\_\_\_

What form of entertainment do you intend to have:  none  DJ  Live band  other \_\_\_\_\_

Expected #of attendees: \_\_\_\_\_

**Room arrangements for tables and chairs due 2 weeks prior to the event.**

Age groups to be present: (Check all that apply)  Youth  Teens  Adults

Will food be served  Yes  No Will alcohol be served:  Yes  NO **(IF YES, A PERMIT IS NEEDED)**

**TEEN PARTIES OF ANY KIND ARE PROBITED !!!!!!!!!!!!!!!!!!!!!!!**

**Note: On the day of the event, the renter must check in with the staff and remain on-site at all times.**

**Failure to do so will result in the automatic loss of the full amount of the deposit.**

## Facilities Options:

### Recreation Center:

1. Room A \_\_\_\_\_
2. Room B \_\_\_\_\_
3. Room C \_\_\_\_\_
4. Auditorium 2HR \_ 4HR \_
5. Gymnasiums \_\_\_\_\_
5. Game Room \_\_\_\_\_

### Park:

1. Gazebo/Shelter \_\_\_\_\_
2. Caboose \_\_\_\_\_
3. Baseball Fields \_\_\_\_\_
4. Football/Soccer Fields \_\_\_\_\_

### Swimming Facilities

1. Room A \_\_\_\_\_
2. Room B \_\_\_\_\_

**Residency Status:** Resident\* \_\_\_\_\_ Non Resident\* \_\_\_\_\_

### HOLD HARMLESS CLAUSE

To the fullest extent permitted by law, the applicant to defend, pay on behalf of, Woodlawn against any and all claims, demands, suits, losses, including all costs connected there with, for any damage which may be asserted, claimed or recovered against or from the village of Woodlawn, its elected and appointed officials, employees, volunteers or all others working on behalf of the village of Woodlawn, by reason of personal injury, including bodily injury and death; and /or property damage, including loss of use thereof, which arises out of the alleged negligence of the village of Woodlawn and/or anyway connected or associated with this contract. Furthermore, as the applicant, I hereby acknowledge that I have read the rules and regulations related to renting Village of Woodlawn, by reason of personal injury, including bodily injury and/or property damage, including loss or use thereof which arises out the alleged negligence of the Village of Woodlawn and/or associated with this contract. Furthermore, as the Applicant, I hereby acknowledge that I have read the Rules and Regulations related to renting Village of Woodlawn facilities and do agree to abide by those rules.

\_\_\_\_\_  
Signature of person Accepting Responsibility





## To Be Completed By Office

Employee receiving Rental Application: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Entered in Rec Desk Date: \_\_\_\_\_

Rental Fee: \_\_\_\_\_

Payment Required by: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Receipt #: \_\_\_\_\_

# Of Tables: \_\_\_\_\_ # Of Chairs: \_\_\_\_\_

Permits Submitted: \_\_\_\_\_

For Office Use Only: Reservation Approved By: \_\_\_\_\_ Title: Director of Parks and Recreation

Additional Notes:

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**Facility Rental Rules and Regulations**  
Woodlawn Community Center  
10050 Woodlawn, Blvd  
Woodlawn, Ohio 45215  
513.771.7713

**NOTE: These rules and regulations, along, with the Application for Rental of Woodlawn Facilities form constitute the rental agreement for said facilities.**

**Reservations, Facility Availability and Deposits**

Reservations must be made in person at the Woodlawn Community Center, Monday-Friday, 9:00am to 7:00pm and **all** uses and reservations must be approved by the Village of Woodlawn. The Village reserves the right to deny use of the facility for any reason.

The facility is available for rental Monday through Thursday from 9:00am to 9:00pm, Fridays and Saturdays from 9:00am to 1:00am, and Sundays from 1:00pm to 9:00pm, unless otherwise noted. Reservations should be made a minimum of 14 days prior to the event, if the event will run during normal building hours. If applicant does not give this advance notice of an event, approval may not be possible, and will be at the discretion of management, due to the possible inability of meeting staffing and other logistic requirements necessary to move forward.

All facility rentals require a deposit. **DEPOSITS MUST BE PAID IN CASH, CASHIERS CHECK, OR CREDIT CARD. NO PERSONAL CHECKS WILL BE ACCEPTED.** Deposits are due at the time of application. The rental fee is due at least 2 weeks prior to the scheduled event. Rental fees can be paid with cash, cashier's check, personal check, or money order. Events scheduled with less than 14 days of notice will require full payment at the time of application.

To insure that the Community Center facilities are made available to the greatest number of persons and organizations, individual people or organizations (except those that are part of Woodlawn Recreation Program) may be limited to reserve the facility no more than once per month.

Gambling on the premises is prohibited.

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**Insurance Permits, etc.**

**Some rentals will require that the user submit proof of adequate liability insurance for the scheduled event. All such policies shall name the Village of Woodlawn as being an "Additional Insured" party. Failure to submit this documentation will result in the cancellation of your reservation.**

**The Village of Woodlawn will not be liable or any personal injury or property damage occurring on or to the premises or to any persons thereon resulting (1) a loss of property by theft or burglary, (2) accidental damage to person or property on or about the premises from use of any utility on the premises, (3) any damage caused by action of the natural elements, or (4) damage or injury resulting from the conduct of the employees of user, whether negligent or otherwise. User shall not make any claim against the Village of Woodlawn for any loss or damage described herein.**

**User shall be responsible for the application of insurance proceeds, if any, to repair or**



replacement of the premises or property thereon necessitated by any damages caused by the above circumstances, and if the injury was not insured against, user shall repair the demised premises or replace or repair property thereon as the sole expense of user.

Village of Woodlawn shall not be liable in any manner for any loss, injury, or damage incurred by user from acts of theft, burglary, or vandalism committed by either identified or unidentified parties.

The Village of Woodlawn shall not be liable to user, or the agents, employees, customers, patrons, visitor, or guests of user for any injury or death occurring in or about the premises or the sidewalks, parking lots or streets adjoining the premises, and user shall indemnify the Village of Woodlawn against all claims by any agents, employees, customers, patrons, visitors, or guests of user.

Proof of having met all other special requirements for your event must be submitted in a timely manner or your reservation will be canceled.

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#### **Food and Beverages**

Food and beverages may be taken into the Community Center, but Alcohol must be approved by the Municipal Manager. **If your reservation includes catered food and/or beverages, all food and beverages must be consumed only in the reserved or designated area assigned for your event, and proper precautions taken to protect the floor, carpet, furniture, walls, etc. User will be responsible for any damage thereto.**

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#### **Alcoholic Beverages**

A permit is required if an entity intends to provide, sell or consume alcoholic beverages at the facility. The applicant is responsible for determining what type of permit is needed. In some cases, a permit from the State of Ohio will be required. In some cases, only a permit from the Village of Woodlawn will be required. ***UNDER NO CIRCUMSTANCES WILL ALCOHOL BE PERMITTED IF THE PROPER PERMIT IS NOT ON FILE PRIOR TO THE SCHEDULED EVENT.***

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#### **No Smoking**

**All Woodlawn facilities are designated NO SMOKING areas. This will be strictly enforced. Any violations will result in expulsion from the facilities, forfeiture of the deposit and forfeiture of future reservation privileges.**

#### **Equipment and Set-up**

Furnishings available at the Community Center include 6 foot rectangular tables, round tables, and chairs. The maximum number of chairs available is 225. Requirements exceeding this amount will be at the expense of the applicant. Additional equipment, chairs, tables, etc may be bought in only with advanced approval and under the supervision of the Community Center staff. The Village of Woodlawn requires the company name, phone number, and contact person of the company that will bring the additional equipment.



All renters are responsible for their own set up and take down of tables and chairs for their event. Woodlawn Staff will set the tables and chairs out for you to set up. **COMMUNITY CENTER EQUIPMENT, TABLES, OR CHAIRS MAY NOT BE RENTED FOR USE OUTSIDE OF THE CENTER.**

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#### **Preparing for your event**

**WE WILL NOT SETUP OR BREAKDOWN TABLES. WE WILL PROVIDE THE TABLES AND CHAIRS, BUT RENTER IS RESPONSIBLE FOR SETUP AND BREAKDOWN. FAILURE TO DO SO, WILL RESULT IN FORFEITURE OF DEPOSIT.**

If the user will be providing their own table set up and take down, the user will be given an additional 90 minutes before the event and 90 minutes after the event at no additional charge.

The user shall not attach posters or signs to the premises. The user is responsible for assembling decorations and only scotch or masking tape is permitted. No duct tape, tacks, or nails allowed. Decorations may not be attached to light fixtures, sprinkler heads, ceiling tiles/braces, etc. No confetti, glitter, bubbles, or birdseed may be used on the premises. The use of candles or other flammable products are prohibited.

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#### **General Obligations of User**

**THE USER SHALL VACATE THE PREMISES AT THE SCHEDULED TIME. FAILURE TO DO SO WILL RESULT IN A PENALTY OF \$25 FOR EVERY 5 MINUTES OVER YOUR SCHEDULED TIME, AS DETERMINED NECESSARY BY THE COMMUNITY CENTER STAFF.**

No personal property belonging to the user shall be on the premises other than during the rental period.

#### **Cleanup**

The user is responsible for clean-up after their function (decorations removed, floors swept, mopped, or vacuumed, trash placed in receptacles, tables taken down and put away, and chairs stacked and put away. Excessive cleanup provided by the Community Center staff will result in forfeiture of the deposit (i.e. beverage spills) at the discretion of the Community Center's staff

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#### **Deposit Refunds or Forfeitures**

Deposits will not be refunded by the Village of Woodlawn until an **after event inspection** of the facility has been completed, and a determination made that no policy violations occurred.

**Please allow approximately four weeks for receipt of refund check.**

**It will be the responsibility of the applicant to inspect the facility prior to their scheduled event and draw to the attention of the Community Center staff if any defects are found.**

The applicant must then obtain a sign-off of the identified defects from the supervisor on duty prior to the event. Failure to do so will forfeit your right to challenge any defects found during a post-event inspection.

**Damage to the facility or failure to provide clean up after your activity may result in forfeiture of the deposit and denial of future reservations. An additional fee will be**



charged if damage exceeds the amount of the deposit.

Deposit refunds may be picked up at the Village of Woodlawn Municipal Building, located at 10141 Woodlawn Blvd; Woodlawn Ohio 45215. Deposit refunds may be picked up between the hours of 9:00am – 4:00pm Monday through Friday. Please call the Municipal Building at 513.771.6130 before picking up deposit, to ensure all paperwork has been completed and submitted.

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**Cancellations**

**A deposit and fee will be refunded if a reservation is canceled more than 30 days prior to the scheduled date. Please allow approximately four weeks for receipt of refund check. If cancellations occur less than 30 days prior to the event, the deposit will be forfeited. Any cancellations made less than 48 hours before the scheduled event will result in forfeiture of both the deposit and the fee.**

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**I have read and understand the rules and regulations of use of Village of Woodlawn facilities. By signing this form, I understand that there may be additional fees or penalties assessed with respect to any violation of these rules, damage to Village of Woodlawn premises, and/or failure to leave the facilities in a clean and orderly condition.**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_



## Application for Approval to serve Alcohol on Village Property

Name of Applicant: \_\_\_\_\_

Date of Application: \_\_\_\_\_

**Request:** I have applied to use a village owned facility on the above date. This is a private function where access is restricted to invited guests only and at which I intend to provide beer, wine, or spirituous liquor. There will be no admission fee charged and no alcoholic beverages or tickets for alcoholic beverages will be sold. While this does not require a permit from the State of Ohio, I understand that it does require an approval from the Woodlawn Village Council.

I do hereby agree to not allow beer, wine, or spirituous liquor to be given or taken by an underage person that may be in attendance at the function for which I have applied to hold at the Woodlawn Community Center. Furthermore, I do hereby agree that any beer, wine or spirituous liquor will be consumed by persons of the appropriate age within the confines of the room which I am renting.

I do hereby request Village Council's approval to serve beer, wine, or spirituous liquor at the above referenced function and I do hereby state for public record that no admission fee will be charged at this function nor will such beverages be sold at this function.

To the fullest extent permitted by law, I, as the Applicant, agree to defend, pay on behalf of, and hold harmless the Village of Woodlawn against any and all claims, demands, suits, losses, including all costs connected therewith, for any damage which may be asserted, claimed, or recovered against or from the Village of Woodlawn, its elected and appointed officials, employees, volunteers, or all others working in behalf of the Village of Woodlawn, by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of the alleged negligence of the Village of Woodlawn and/or in any way connected or associated with my use of a Village facility and the serving of alcohol on Village property.

Signature \_\_\_\_\_

Approval Granted

Approval denied for the following reason:

\_\_\_\_\_

Signed on behalf of Woodlawn by its Municipal Manager:

\_\_\_\_\_

Conditions of Approval (if any):



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## The Woodlawn Community Center After-Event Inspection

The facility rules and regulations for the Woodlawn Community Center must be followed. In order to be refunded your full deposit, all of the following items must be checked off by a Community Center staff person at the conclusion of your event.

1. Removal of Trash Renter: \_\_\_\_\_ Staff:  
\_\_\_\_\_
2. Removal of all decorations. Renter: \_\_\_\_\_ Staff:  
\_\_\_\_\_
3. No spills or food on floors Renter: \_\_\_\_\_ Staff:  
\_\_\_\_\_
4. No damage to any equipment Renter: \_\_\_\_\_ Staff:  
\_\_\_\_\_
5. No damage to any of the walls or floors Renter: \_\_\_\_\_ Staff:  
\_\_\_\_\_
6. The user vacated the premises at said time. Renter: \_\_\_\_\_ Staff:  
\_\_\_\_\_
7. The user removed all of their personal property Renter: \_\_\_\_\_ Staff:  
\_\_\_\_\_
8. Tables and chairs were put in assigned areas Renter: \_\_\_\_\_ Staff:  
\_\_\_\_\_

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: If all the above criteria have been met then your refund will be mailed within four weeks after your event.**