

# MADISON PARK PAVILION

## Facility reservation request

(Please print)

NAME (Individual/Organization) : \_\_\_\_\_

**The person named here will be refunded the damage deposit, if applicable, and will be held responsible**

If this reservation is for an immediate family member, (father, mother, sister, brother, son, daughter, or grandparents) state his/her name and relationship \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (home): \_\_\_\_\_ (work) \_\_\_\_\_

If this reservation is for a group/organization, please state name \_\_\_\_\_

PURPOSE OR FUNCTION OF THIS EVENT \_\_\_\_\_

**You Must Include decorating/setup and clean up time!**

Date(s) required	Day of the Week	Time requested
		to _____
		to _____
		to _____
		to _____

**Please check the category that applies to this reservation request.**

\_\_\_ **Civic Club** – An organization with an office located within the City limits of Trotwood meeting the Internal Revenue Service qualifications for 501 ( c ) ( 3 ) status.

\_\_\_ **Trotwood Resident** – Business with an office within City limits (for non-business activity) or a person whose legal home is within the corporate boundaries of the City of Trotwood. It is the permanent residence of the individual occupying the home, apartment, and condominium and shall be the principal yearly residence for the individual family residing at the location. Non-business related activity by a non-resident of a Trotwood business does not qualify in this category.

\_\_\_ **Non-Resident** – An individual whose permanent residence is outside the City limits of Trotwood.

\_\_\_ **Commercial** – When a fee will be charged by the renter to others to use the facility, either by an admission charge at the door, advance ticket sales or registration fees; or when company business will be conducted.

1. In complying with the Americans with Disabilities Act, the City of Trotwood will make reasonable accommodations as requested. Please indicate the type and method of accommodation needed: \_\_\_\_\_

2. Will food or refreshments be served? \_\_\_\_\_
3. Is this a private party/event? \_\_\_\_\_ (Note: tickets cannot be sold to the public unless renter pays Commercial rate)
4. Will alcohol beverages be served? \_\_\_\_\_ (alcohol may not be sold without prior approval of the City Manager and appropriate local/state licenses)
5. Other special requirements? \_\_\_\_\_

**Number of persons attending?** \_\_\_\_\_ **How many tables?** \_\_\_\_\_ **How many chairs?** \_\_\_\_\_

Staff Member \_\_\_\_\_ Receipt # \_\_\_\_\_

Deposit Returned \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Hours X \$ \_\_\_\_\_ per hour = \$ \_\_\_\_\_

8 hour special package rate \$ \_\_\_\_\_

12 hour special package rate \$ \_\_\_\_\_

Damage Deposit \$ \_\_\_\_\_

**TOTAL AMOUNT DUE** \$ \_\_\_\_\_

Amount paid \$ \_\_\_\_\_

Balance Due \$ \_\_\_\_\_

Payment Received \$ \_\_\_\_\_

Balance Due \$ \_\_\_\_\_

**STATEMENT OF RESPONSIBILITY**

As a condition precedent to the issuance of a permit for the use of facilities at the Madison Park Pavilion, I the undersigned, knowingly and voluntarily assume the responsibility to abide by any and all County, State, and Federal laws, City Ordinances, rules and regulations governing the use of the building on this request. It is further understood that the City of Trotwood, Ohio its officials, officers, and/or employees, are not responsible for accidents, injuries, illness, acts of God, or other natural disaster, or loss of group or individual property relating to use of the Madison Park Pavilion.

**I HEREBY RELEASE THE CITY OF TROTWOOD OF ANY CLAIM THAT MAY ARISE OUT OF THE RENTAL OF THE MADISON PARK PAVILION.**

I further understand that failure to comply with the rules and regulations as stated in the

rental policy can result in forfeiture of damage/security deposit or additional charges. Following is a partial list of rules and regulations that may result in loss of security deposit.

1. No birdseed or rice shall be thrown inside the building.
2. All trash, debris, decorations, etc. shall be removed at the conclusion of rental. The City of Trotwood staff will remove tables and chairs, and do normal floor cleaning only. If after an activity, additional janitorial maintenance is required (other than the normal cleaning process) the applicant may be charged accordingly.
3. Smoking is not permitted anywhere inside the building. Failure to comply will result in forfeiture of deposit. You are responsible to advise your own guests to exit the building to smoke.
4. All persons must leave the premises at the conclusion of the time designated on the rental agreement. Failure to do so may result in extra charges.
5. Person named on rental request shall be the person responsible for their guests and their compliance with rules and regulations.
6. No loose glitter, sparkles or sequins may be used for decorations.
7. Additional charges may be assessed if damage or cleaning requirements exceeds the \$100 deposit.

**I HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE RULES AND REGULATIONS.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RENTAL RATES**

**By the hour**

<b>Civic Groups</b>	<b>Trotwood Resident/ Business</b>	<b>Non- Resident</b>	<b>Commercial</b>
35	55	70	95

**DISCOUNTED PACKAGES RATES**

<b>Trotwood residents only</b>	<b><u>8 hour package</u></b>	<b><u>12 hour package</u></b>
	\$374 (regularly \$440)	\$561 (regularly \$660)