

SUPERVISOR: _____
DATE SENT: _____

MADISON PARK PAVILION RESERVATION REQUEST

(PLEASE PRINT)

RENTEE MUST BE 21 YEARS OF AGE OR OLDER

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) _____ (other) _____

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

PURPOSE OR FUNCTION OF THIS EVENT _____

YOU MUST INCLUDE DECORATING / SET UP AND CLEAN UP TIME

Date(s) Requested	Day of the Week	Time Requested
_____	_____	_____ to _____
_____	_____	_____ to _____

A \$250.00 SECURITY/DAMAGE DEPOSIT IS REQUIRED TO SECURE RESERVATION

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 (copy needs to be submitted) **\$50/hr.**

___ **Trotwood Resident / Business** – 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. **\$75/hr. 8 Hrs = \$510. 12 Hrs. = \$765.**

___ **Non-Resident** – An individual whose permanent residence is outside the City limits of Trotwood. **\$100/hr.**

___ **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. **\$150/hr.**

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? _____
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SEATING = 72 PEOPLE

Number attending? _____ How many Round Tables (8) _____ How many chairs (80) ? _____
 Long Tables (4) _____

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. The 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 \$250.00 deposit.

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

_____ Date _____
Signature