

**NATIONAL TRAIL PARKS AND RECREATION DISTRICT
RENTAL APPLICATION AND AGREEMENT**

RETURN COMPLETED APPLICATION TO:

National Trail Parks and Recreation District
1301 Mitchell Blvd
Springfield, OH 45503

Date(s) of Event _____ Starting/Ending Time _____

Name/Organization _____ Application Date _____

Facility Requested:

_____ Veterans Memorial Park Amphitheater

_____ Admin. Building Room(s) please circle Board Training Kitchen (additional fee)

_____ Carleton Davidson Stadium Room(s) please circle Press Box Tournament Manager's Room

_____ Park Area _____

_____ Other Area/Facility _____

Authorized Representative Signing Agreement _____ Title _____

Address _____ City _____ Zip _____

Home Telephone(____) _____ Business Telephone (____) _____ Fax # (____) _____

Email Address _____ Is Organization Non-Profit? Yes No

Additional Contact _____ Phone No(s). (____) _____

Name of Event _____

Description of Event _____

Audio Visual Equipment (additional fee) TV/VCR Overhead/Slide Projector Flip Charts

Estimated attendance _____ Will admission fees be charged? Yes No

Will event be promoted? _____ If yes, describe _____

Will food be served or sold? _____ (If sold, applicable Health Dept. permits are required.)

(OVER)

The **NTPRD** does hereby grant unto the **LESSEE**, upon the terms and provisions hereinafter set forth, the right to use _____ (facility requested) for the purpose stated above. **LESSEE** agrees to abide by the **NTPRD's** regulations as stated below for the facility and, upon termination of this Agreement, agrees that it will immediately surrender and deliver up to the **NTPRD** the facility in as good a condition as it was prior to occupancy. **LESSEE** further agrees to use the facility in compliance with all local, state and federal laws. The **NTPRD** reserves the right to terminate this Agreement if any damages or improper use of requested facility occur during the time the **LESSEE** is using it. The agreement may also be terminated in case of inclement weather or at the **NTPRD's** convenience for any reason. **LESSEE** shall assume the costs of any damages that may be occasioned to the facility during the term of this Agreement and hold harmless the **NTPRD, the CITY OF SPRINGFIELD, the BOARD OF CLARK COUNTY COMMISSIONERS,** and the **CLARK COUNTY PARK DISTRICT** from any and all claims that might occur as a result of said **LESSEE's** occupancy.

- **LESSEE** may be required to provide liability insurance listing additional insured.
- **LESSEE** shall not bring/consume or permit others to bring/consume any alcoholic beverages on the premises.
- **LESSEE** and participants agree to follow all rules and regulations of NTPRD/CCPD.
- **LESSEE** shall not have authority to sublease the facility at any time.
- **LESSEE** shall allow traffic flow to be maintained at all times, park vehicles in appropriate parking areas.
- **LESSEE** shall control music/noise volume to an acceptable level so as not to disturb neighbors.
- **LESSEE** may be required to pay fees depending on the **LESSEE's** needs. See attached fee schedule.

THIS AGREEMENT IS NOT IN EFFECT UNTIL SIGNED BY BOTH PARTIES.

Organization/Individual Representative

_____ Date _____

NTPRD Representative _____ Date _____

For questions regarding use of this facility, contact the National Trails Parks and Recreation District at (937) 328-PARK (7275).

For Office Use Only

Amt. rental fee required _____ Date paid _____ Receipt No. _____

Amt. deposit required _____ Date paid _____ Receipt No. _____

Liability Ins. required? _____ If yes, Personal Injury Amount \$ _____

If yes, Property Damage Amt \$ _____

Security required? _____ Charges \$ _____

Room Rental Fees

Davidson Interpretive Center
Carleton Davidson Stadium
NTPRD Administrative Building

Private Sector or For Profit:

\$40.00 flat room rental fee + \$20.00 per hour or any part of an hour.*

Public Sector or Non Profit:

\$20.00 per hour or any part of an hour.*

Additional Fees: (ALL GROUPS)

Use of Kitchen (admin. building only)*	\$10.00
TV/VCR*	\$ 5.00
Overhead/Slide Projector*	\$ 5.00
Flip Charts w/markers*	\$ 5.00
Copies*	\$ 0.05 per copy

\$20.00 non-refundable deposit required for all paying groups in order to reserve room.

Fee includes:

Set up, all utilities, staff member to unlock, lock and clean up

*Fee may be waived if a NTPRD staff member is part of group and will be at meeting and is approved by CEO. Such staff member will be responsible for set up, clean up and must be on site during activity. CEO may also waive all or part of fees if it is determined to be in the best interests of the community and/or NTPRD (i.e.: a corporate sponsor for NTPRD events).