



CITY OF FOREST PARK SENIOR CENTER
11555 Winton Rd. Forest Park, OH 45240
RESERVATION FORM

Name of Responsible Adult: _____

Name of Organization: _____

Address: _____ Zip Code: _____

Home/Business Phone: _____ Cell Phone: _____

Email: _____

Rental Fees: 4 hours (plus two-hour set-up/clean-up) Monday thru Sunday between the hours of 8am and 11pm.
 Includes Main Hall, Conference Room, and Kitchen.

	Rental Rate	Non-Refundable Reservation Fee	Additional Hourly Rate
Resident	\$650.00	\$325.00	\$60.00
Non-Resident	\$850.00	\$425.00	\$80.00

Refundable Security Deposit: \$100 (cash only) due 30 days prior to rental.
 Deposit refunded based on City's inspection after rental.

Community Groups/Businesses: 2-hour limit Monday thru Thursday between 8am and 10pm.

Location	NOT serving food/drinks Does NOT include Kitchen	Serving food/drinks Includes Kitchen	Additional hourly rate
Hall	\$25.00	\$100.00	\$50.00
Conf. Rm. (Resident)	\$0.00	\$65.00	\$25.00
Conf. Rm. (Non-Resident)	\$25.00	\$65.00	\$25.00

Community Groups are defined as civic organizations recognized by the City of Forest Park. **Community groups** are also defined as those organizations that are chartered in the City of Forest Park and provide benefits or services to the residents of Forest Park. Rental Fees for community groups may be waived at the discretion of the City of Forest Park.

Day of the Week	Month / Day / Year	Time In	Time Out

Description of activity: _____ # of participants: _____

I have reviewed the Senior Center Rental Policy & Procedures governing the use of the City facilities and hereby agree to abide by them. I also agree to pay for any damage resulting from scheduled use. I understand that if this request is granted, it may be cancelled at any time if it interferes with a City activity or if, in the judgment of City officials, it is deemed not to be in the best interest of the City. I understand that in order for my request to be processed, full payment or deposit must be received in full for the facility. Further, I understand the City may mandate the hiring of police and/or fire safety officers for events deemed to be of a higher risk to public safety.

Signature (must be 25 years or older with valid Driver's License or State ID) _____ Date _____

For City Use Only

City Representative: _____ Date of Authorization: _____

Total Fee for Rental: \$ _____ Balance due by: _____

Return forms to: City of Forest Park
 Parks & Recreation Department
 1201 W. Kemper Road, Forest Park, Ohio 45240

Office: (513) 595-5252
 Fax: (513) 595-5285

EVENT PAYMENT SUMMARY

Day of Event: _____

Date of Event: _____

Time-In (with set-up): _____ am / pm

Time-out (with clean-up): _____ am / pm

PAYMENT DUE:

1. Non-Refundable Reservation Fee:

\$ _____
(Half of Rental rate)

2. Additional Hourly Amount:

\$ _____

3. Refundable Security Deposit:

\$ _____
If applicable

4. Total Due:

\$ _____

Total Due to Reserve Date:

\$ _____
(Half of Total Due)

Date received: _____

Method of Payment:

CASH CHECK MONEY ORDER

CREDIT CARD: Mastercard Discover Visa American Express

CC Number: _____ Expiration Date: _____

CVV Code: _____ (3 digit number on back of card)

Driver's License #: _____ Expiration Date: _____

Total Due 30 days prior to Event:

\$ _____

DUE DATE: _____

(Remaining Balance)

Date received: _____

Method of Payment:

CASH CHECK MONEY ORDER

CREDIT CARD: Mastercard Discover Visa American Express

CC Number: _____ Expiration Date: _____

CVV Code: _____ (3 digit number on back of card)

Driver's License #: _____ Expiration Date: _____

**Rental Agreement will be automatically VOIDED if payments are not made on the dates specified.
NO reservations will be held for late payments.**

Policy and Procedures

The Forest Park Senior Center includes a Kitchen (no oven/stove). The Kitchen includes ice machine, refrigerator, and two microwaves. Tables: 4 round (4' diameter), 20 round (5' diameter) and 23 rectangular (30"X 96") and chairs are also provided for up to 238 guests.

Set Up

All set up is the responsibility of the Renter and includes assembly and arrangement of all tables and chairs. Special room layouts may require additional tables and chairs; cost of additional tables/chairs is the responsibility of the Renter. Any damage to the facility or property of the Senior Center, including the flooring, during set up, event, or clean up is the Renter's responsibility.

Clean Up

The following includes the clean up responsibilities of the Renter: Remove ALL decorations, clear tables of trash and debris, and place all trash in containers provided. Pour liquids in sink and not in the trash can (Senior Center staff will take out all trash to the dumpster). **Put all tables and chairs back into designated storage closets.**

Senior Center Opening and Closing

Only the Renter will be permitted to pick up the key. Renter may pick up the key at a designated time prior to the event at the Police Department. A valid Driver's License **or** a State ID Card **AND** a copy of the rental agreement will need to be submitted to the police department in exchange for the key to the facility. At the Police Department the Renter will receive a security code to disarm the alarm. Renter is responsible for setting the alarm at the end of the contracted time before exiting the building. When the key to the facility is returned to the police department, the Renter's driver's license or State ID Card will be returned. **If the alarm code is not set, the facility is left unlocked, and/or the key is not returned there will be a \$50 charge deducted from your security deposit.**

Payment Schedule

A 50% non-refundable rental fee is required at the time the facility is rented and the rental contract is signed. Security deposits can be made with a credit card (Mastercard, Discover, Visa, American Express), cash, check, or money order. If made by credit card, the fee will be charged to your credit card at the time of the booking plus a 3% processing fee. Remaining rental fee balance is due 30 days prior to date of the scheduled event. Renters will be required to provide a valid driver's license or State ID card, and proof of residency at the time of signing of the rental agreement. All renters must provide the City with a \$100 (cash only) security deposit. For reservations less than 30 days prior to the event, the entire rental fee is due at the time of the reservation.

Refund/Cancellation Policy

Renters wishing to cancel their scheduled event may request the City to place their reserved date up for re-rental. The City will refund all rental payments received, less a \$50 processing fee, if the date is re-rented. The Renter will be responsible for the full rental payment if the date cannot be re-rented. If event is canceled within 30 days of the scheduled rental date, Renter forfeits the full rental fee.

Terms and Conditions

1. Occupancy counts include ALL individuals: caterers, musicians, guests, etc. using the hall during the event. **Maximum occupancy for the Senior Center is 238.**
2. Renter is responsible for all conduct and any damages caused by their guest(s) and others hired by the Renter. If alcohol is served by the Renter and/or consumed by guest(s), the Renter will assume all responsibility for damages and related accidents.
3. **All decorations must be freestanding.** NO tape, tacks, nails, staples or other adhesive or fastening device may be used on walls, doors, windows, ceiling, or furniture. Decorations are **NOT** to be attached or mounted on any building surfaces including walls. **NO glitter, confetti, bubbles, birdseed, or rice may be used on premises.**
4. If any of the conditions are violated by anyone associated with your event, including guests and hired help, additional charges for clean up may be assessed to the Renter. **Liability for damage to the premises or fixtures of the facility will be charged to the Renter accordingly.** If damages exceed the amount of the Security Deposit, Renter will be assessed additional fees to cover the cost of the damages.
5. The City reserves the right to enter the facility at any time during your scheduled event.

I have read and understand the above terms & conditions of the Forest Park Senior Center. By signing this agreement, I understand that there may be additional fees or penalties assessed with respect to violation of this contract, damage to Senior Center premises, and/or going over the designated time period for the event.

Signature

Date