



# FACILITY RENTAL APPLICATION

RETURN TO:  
National Trail Parks and Recreation District  
1301 Mitchell Blvd., Springfield OH 45503  
Phone: 937-328-PARK (7275) Fax: 937-328-3966 Website: www.ntprd.org

Date(s) of Event \_\_\_\_\_ Starting/Ending Time \_\_\_\_\_

Applicant Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Organization Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone (\_\_\_\_\_) \_\_\_\_\_ Secondary Phone (\_\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

Type of Event \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ Admission Fee: Yes  No

Will food be served? Yes  No  Will food be sold? Yes  No  (If sold, Health Dept. permits are required.)

Will event be promoted? Yes  No  If yes, describe \_\_\_\_\_

Additional Contact Name \_\_\_\_\_

Contact Phone (\_\_\_\_\_) \_\_\_\_\_ Contact Email \_\_\_\_\_

**Administrative Office Building:**  Training Room  Board Room  Kitchen

### Rules and Regulations:

- Use the facility as it is intended; remove decorations, trash, etc.
- Applicant may be required to provide liability insurance
- No alcoholic beverages allowed
- Applicant cannot sublease the facility
- NTPRD reserves the right to terminate this agreement if necessary
- Traffic flow to be maintained at all times, park vehicles in appropriate parking areas
- If event during normal business hours, attendees will be required to park vehicles in annex parking lot
- Applicant may be required to pay additional fees (see page 2)
- Applicant will be financially responsible for damages that occur during the rental period and shall hold harmless NTPRD, the City of Springfield and the Board of Clark County Commissioners, from any and all claims that might occur as a result of the applicants' occupancy

### **THIS AGREEMENT IS NOT IN EFFECT UNTIL SIGNED BY BOTH PARTIES**

Signature of Applicant / Representative \_\_\_\_\_ Date \_\_\_\_\_

Signature of NTPRD Representative \_\_\_\_\_ Date \_\_\_\_\_

**NTPRD** does hereby grant unto the Applicant, upon the terms and provisions set forth, the right to use the facility indicated above for the purpose also stated above.



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**For Office Use Only**

	<u>Amount Due</u>	<u>Amount Paid</u>	<u>Date</u>	<u>Receipt</u>
Non-Refundable Deposit	\$25.00	_____	_____	_____
Rental Fee (____ hrs x \$40/hr)	_____	_____	_____	_____
Additional Fees (Kitchen, etc)	_____	_____	_____	_____
Total Due For This Rental	_____	<input type="checkbox"/> <b>Paid in Full</b>		

Space Reserved \_\_\_\_\_ On Calendar of Events \_\_\_\_\_ On-Site Staff \_\_\_\_\_

Notes \_\_\_\_\_

**Room Rental Fees  
 NTPRD Administrative Building**

\$25.00 non-refundable deposit required for all paying individuals / groups to reserve room **plus** \$40.00 per hour or any part of an hour.

Includes set up, all utilities, staff member to open / close building, and clean up.

**Additional Fees**

- Use of Kitchen \* \$15.00
- Multi-Media Equipment \* \$25.00
- Flip Charts with Markers \* \$5.00
- Copies \* \$0.05 per copy
- Wi-Fi Access \* \$10.00

Total of ALL Additional Fees \_\_\_\_\_ (Include in fees above)

\* Fees may be waived if a NTPRD staff member makes the reservation and is approved by Executive Director. Such staff member will be responsible for set up, clean up and must be on site during entire activity. Executive Director may also waive all or part of fees if it is determined to be in the best interest of the community and/or NTPRD (i.e., a corporate sponsor for NTPRD events).