

Parks Facility Rental Agreement

City of Gahanna Department of Parks & Recreation
200 S. Hamilton Road, Gahanna, Ohio 43230 (614) 342-4250 Fax: (614) 342-4351

RESERVATION IS FOR THE SHELTER – ALL OTHER PARK AMENITIES ARE OPEN TO THE PUBLIC

Renters Name: _____

Date Reserved: _____

Organization Name: _____

Name of Park: _____

Address: _____

Facility Reserved: **Shelter** **Gazebo**

City, State, Zip: _____

Time slot:
10am–2pm or 4pm–8pm or 10am–8pm

Home _____ Cell _____

Estimated Attendance: _____

E-mail _____

Type of Event: _____

Day of Event Phone #: _____

Do you plan on erecting a recreational structure (tent, bounce house, booths, etc.)? _____

Do you plan on having a DJ, band, live animals or any other live entertainment? _____

Do you plan on having a food truck/trailer or vendors/catering? _____

Is your event open to the public? _____

Additional structures (i.e., tents, bounce houses, booths, concession stands/vehicles), entertainment (i.e., DJ, band, performers, live animals, food trucks, vendor, catering, etc), and all public events are subject to additional requirements and approval and possible additional fees - contact the Department for additional information. This process requires at least 30 days notice.

Gahanna Department of Parks & Recreation (GDPR) reserves the right to deny use of City Parks and facilities to groups who fail to comply with the rules and regulations set forth by the GDPR and the City of Gahanna. Disregarding of these rules will result in forfeiture of the deposit and when applicable, charges for labor, supplies, repair of damage, and possible legal charges/fines/imprisonment:

1. **Consumption and/or possession of beer and/or alcoholic beverages are prohibited in all City of Gahanna Parks and facilities. Alcohol brought to any park is a misdemeanor crime. Any indication of alcohol at the site during the rental will result in a forfeiture/charge of the rental deposit.**
2. **Facilities are non-smoking; any indication of smoking within a facility will result in forfeiture/charge of the rental deposit and may result in additional cleaning fees, etc.**
3. **Decorations may only be taped to surfaces; no tacks, staples or nails; No confetti, glitter, Silly String or similar decorations;**
4. No betting, gambling permitted.
5. Portable grills and cooking devices using open flame and/or bottled gasses are prohibited inside shelters.
6. Only charcoal may be used in the charcoal grills. Leave coals to extinguish on their own.
7. Only wood may be used in the shelter house fireplace. Leave to extinguish on own.
8. Pets are permitted in the shelter houses but must be on a leash. Please discard your pets waste properly;
9. **Live entertainment, inflatable's, food trucks, catering, etc.** must have prior approval by the Director of Parks & Recreation (the Dept. has location and documentation requirements for such activities) additional fees may apply;
10. Department representatives and/or local law enforcement have the right to enter the premises at any time.
11. The facility must be cleaned, floors swept and mopped if necessary, counters and tables wiped clean and left in good order after use. Please see checklist for cleanup;
12. All user-owned equipment/supplies must be removed after event;
13. All groups must vacate the facility at the end of their rental time.
14. A deposit of \$100.00 be given at the time of application which is refundable if the facility has not been damaged, items stolen or in disrepair, and the facilities are in a clean, presentable condition. The Renter is responsible for all damage, stolen items, or disrepair, regardless of the cost. Deposit checks can be picked up after 12:00 pm the first business day after the rental.
15. No admission, concession, retail or other sales permitted.
16. Renter **MUST** be present and cannot sublet or assign use of these facilities without written consent of GDPR.
17. Renter may not bring in any heavy equipment or hazardous materials without written consent of the GDPR.
18. Renter is responsible for actions, behaviors, damages, stolen items, disrepair, etc. for all persons with the group and assumes liability for any damages, regardless of the cost.
19. Any violation of this agreement, facility's rules, Park Conduct rules and regulations, and policies, or undue disturbance, or abuse of the facility at any time shall constitute a violation of this agreement and no monies shall be refunded (**see checklist for cleanup**).
20. Vehicles must remain on roads or in parking areas. No parking/driving on grass or trails.
21. Will put litter associated with your event in containers provided;
22. The City of Gahanna is not responsible for lost and/or damaged property, accidents or injuries incurred while using City facilities;
23. Picnic tables must not be moved or removed from the shelter.

Shelter Rental Fees – rent by time slot						
	In-Season: April to October			April to October: Mon – Fri only rates		
	Saturday, Sunday & Holiday Rates			November to March: Everyday rates		
	Rental Times	RDR/Non Profit	STR	Rental Times	RDR/Non Profit	STR
Friendship Park Gazebo*	10a-2p or 4p-8p	\$30	\$30	10a-2p or 4p-8p	\$20	\$25
Woodside Green Shelter	10a-2p or 4p-8p	\$60	\$80	10a-2p or 4p-8p	\$30	\$40
Friendship Park Shelter*	10a-2p or 4p-8p	\$80	\$100	10a-2p or 4p-8p	\$30	\$40
Hannah Park Shelter*	10a-2p or 4p-8p	\$140	\$180	10a-2p or 4p-8p	\$30	\$40
* From June to August, these facilities are available weekdays from 7pm-dark due to programs.						

***Hannah shelter over head doors are locked shut October 15th through April 15th and are locked open from April 15th to October 15th. Once the doors are in their locked position they will remain that way until the next season. Personnel are not available to change the position of the doors for rentals and the public is not permitted to open/close the doors once they have been locked.**

Signature: _____

Cancellation Policy

If cancellation occurs:

- **More than 30 days from event: full refund less \$10 administration fee**
- **Between 14 – 29 days from event; 50% refund**
- **Less than 13 days from event: no refund**
- **Fees will not be refunded if event is canceled due to inclement weather.**

Date Change Policy: There is a \$10 administrative fee to change the date of a processed rental.

Non-profit: Yes No (if yes, attach copy of exemption certificate.) In order to receive the non-profit rate; fees and deposit must be paid with the organization’s checks or credit card. The rental must be for the non-profits use, not personal use.

Rental charges: \$ _____ **Per time slot = \$** _____ check # _____ or cash _____

Credit card #: _____ Exp. date: _____

Name as it appears on card: _____

***\$100.00 REFUNDABLE DEPOSIT*:** **Deposit will not be used unless there are damages to the facility or not cleaned.*

Check (post date to date of event) # _____ SHRED PICK-UP

Credit Card on File for deposit [] **must be used for initial rental fees**

PURSUANT TO PERMITS GRANTED BY THE STATE OF OHIO TO THE CITY OF GAHANNA, THE RENTER IS NOT PERMITTED TO POSSESS ANY ALCOHOLIC BEVERAGES NOT PURCHASED AND CONSUMED ON THE PREMISES AND WITHIN THE SCOPE OF THE PERMIT. THE CARRYING IN OF ANY ALCOHOLIC BEVERAGE INTO THE RENTAL FACILITY IS STRICTLY PROHIBITED. FAILURE TO COMPLY WITH THIS POLICY WILL RESULT IN THE RENTERS IMMEDIATE FORFEITURE OF ANY DEPOSIT AND ANY ADDITIONAL CHARGES FOR DAMAGES INCURRED.
RENTERS INITIALS: _____

I have read the above conditions. I understand that any variances from these conditions will be the responsibility of the user as designated below.

Signature of Renter: _____ Date: _____

Employee taking payment: _____ Date: _____

CHECKLIST FOR CLEANUP

Please complete the following cleaning steps. Failure to do so will result in deductions in your deposit for costs of cleaning, repair, replacement, or restoration. The following are the minimum cleaning requirements needed for a complete refund of your deposit.

THERE ARE NO CLEANING SUPPLIES, BROOMS, MOPS OR EXTRASH TRASH BAGS AT THE SHELTERS. YOU MUST BRING THEM WITH YOU.

- _____ Remove all streamers, tape, decorations, etc. from all tables, rafters, walls, lights, etc.
- _____ Wipe down all tables and benches using cleaner if necessary.
- _____ Pick up all trash off floors.
- _____ Leave trash in trash cans unless overflowing. Remove bags, tie close and put bags outside a restroom.

Police: Call 911 Fire: Call 911

Non-emergency related police issues call Gahanna Police at (614)342-4240.

For non-emergency facility/park related items contact facilities department at: (614)477-9976 and/or (614)530-8039.

Facility address:

Hannah Park
6547 Clark State Rd
Gahanna OH 43230

Pizzurro Park
940 S. Hamilton Rd
Gahanna OH 43230

Friendship Park
150 Oklahoma
Gahanna OH 43230

Woodside Green Park
213 Camrose Ct
Gahanna OH 43230

RULES AND REGULATIONS

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