Gahanna
PARKS & RECREATION

Senior Center Rental Agreement

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

Renters Name: _____ Date Reserved: _____

Organization Name: _____

Note: Reservations must be made at least 2 weeks prior

Address: _____

Time slot: ☐ **8am–2pm** ☐ **4pm–11pm** ☐ **8am-11pm**

Please plan your set up and tear down time within the time frame selected

City, State, Zip: _____

Estimated Attendance: _____
(Max Occupancy 100)

Home _____ Cell _____

Day of Event Phone #: _____ E-mail: _____

Event Information

Type of Event: _____ Is your event open to the public? _____

Food Truck? ☐ Yes ☐ No (Renters are not permitted to charge attendees for food)

Amplified music/sound? ☐ Yes ☐ No If yes, source: ☐ Band ☐ DJ ☐ Speaker/PA

Other: _____

(Please note: Sound equipment must not be operated so as to be plainly audible at a distance of 100 feet or more.)

Senior Center	**Weekday: Monday - Thursday**		
	Rental Times:	**Resident**	**Non-Resident**
Senior Center	Rent Hourly (3hr min) 5pm-11pm	$50	$75
5+ Hours Rental	As Available	$200	$250

Weekend: Friday, Saturday, Sunday		
Rental Times	**Resident**	**Non-Resident**
Half Day: 8a-2p or 4p-11p *Friday availability 5 – 11p	$275	$375
Full Day: 8a-11p	$400	$500

- The rental fee and refundable deposit are due at the time of reservation.
  - The renter will be refunded the deposit if there are no damages nor violations to the agreement.
- The refundable deposit fee is 50% of the rental fee. This fee is charged at the time of the rental and is in addition to the price listed above
- The credit card or check used for payment must be in the name of the applicant.

Rental Cancellation Policy

- Any cancellation or transferring of date requested 180 calendar days or more prior to the event date will result in a refund of rental fee and security deposit, less a $25 administration fee.
- Any cancellation or transferring of date requested less than 180 days but more than 30 calendar days prior to the event date will result in a cancellation fee equal to 50% of the total rental fee. Security deposit will be fully refunded.
- Any cancellation or transferring of date requested less than 30 calendar days prior to the event date will result in a cancellation fee of 100% of the total rental fee. Security deposit will be refunded.
- If the renter cancels the event due to inclement weather, no rental fees will be refunded. Security deposit will be fully refunded.
- If the City of Gahanna cancels your event; you will receive a full refund.

Lost Key or Badge Fee Policy

If key or badge is not returned within 3 business days after the rental is completed, $5 late fee will be charged each day items are not returned.

- A charge of $25 will be assessed for a lost key or badge.

I have read and agree to the Rental Cancellation Policy, Lost Key/Badge Policy and the Rules and Regulations.

Signature:

Rental charge: $ **Per time slot** = $ check # cash

Deposit charge: $ **Total charges:** $

Method Of Payment

Credit Card #: Exp. date: Billing Zip Code:

Name as it appears on card:

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

Signature of Renter: Date:

FOR STAFF USE ONLY

Applicant is a: Resident Corp. Resident Non-Resident

Corp. Residency Verification: Pay Stub Employment Letter

Identity Verification: Driver License State I.D.

Staff Processing Reservation: _____ Today's Date: _____

City of Gahanna COVID-19 User Agreement

I understand the hazards of the novel coronavirus ("COVID-19") and am familiar with the Centers for Disease Control and Prevention ("CDC") guidelines regarding COVID-19. I acknowledge and understand that the circumstances regarding COVID-19 are changing from day to day and that, accordingly, the CDC guidelines are regularly modified and updated, and I accept full responsibility for familiarizing myself with the most recent updates. Notwithstanding the risks associated with COVID-19, which I readily acknowledge, I hereby willingly choose to hold my program, event or activity. I will follow the applicable laws and guidelines during the event, activity or program during my time on the premises. I will adhere toand enforce all protocols deemed mandatory by the Responsible RestartOhio guidelines specific to the activity, event or program.

I acknowledge and fully assume the risk of illness or death related to COVID-19 arising from my being on the premises or from using the Facility and participating in the event there and hereby RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE the City of Gahanna, its officials, elected or otherwise, agents, employees, contractors, and assigns (the "RELEASEES") from any liability related to COVID-19 which might occur as a result my being on the premises, using the Facility, and/or participating in the event, program or activity.

I shall indemnify, defend and hold harmless the RELEASEES from and against any and all claims, demands, suits, judgments, losses or expenses of any nature whatsoever (including, without limitation, attorneys' fees, costs and disbursements, whether of in-house or outside counsel and whether or not an action is brought, on appeal or otherwise), arising from or out of, or relating to, directly or indirectly, the infection of COVID-19 or any other illness or injury. This Waiver and Hold Harmless Agreement shall bind any assigns and representatives, and shall be deemed as a RELEASE, WAIVER, DISCHARGE, AND COVENANT NOT TO SUE the above-named RELEASEES. This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of Ohio.

I HEREBY KNOWINGLY AND VOLUNTARILY WAIVE ANY RIGHT TO A JURY TRIAL OF ANY DISPUTE ARISING IN CONNECTION WITH THIS AGREEMENT. I ACKNOWLEDGE THAT THIS WAIVER WAS EXPRESSLY NEGOTIATED AND IS A MATERIAL INDUCEMENT THE PERMISSION GRANTED BY RELEASEES TO BE ON PREMISES, TO USE THE FACILITY, AND TO PARTICIPATE IN THE EVENT.

IN SIGNING THIS AGREEMENT, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoingWavier of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Agreement for full, adequate and complete consideration fully intending to be bound by same.

_____ Print_____
Signed

_____ Date_____
Organization

Rules & Regulations

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. Person reserving facility must be at least 18 years old. Renter shall be held legally and financially responsible for the conduct of all group members and shall remain on site during the rental. Renter agrees to use the facility in a safe and careful manner and shall comply with all federal, state and local laws and any rules and regulations set forth by the City of Gahanna. Renter cannot sublease this rental. Parks rules can be viewed at www.gahanna.gov.
2. **Consumption and/or possession of beer and/or alcoholic beverages are prohibited in all City of Gahanna Parks and facilities. Alcohol brought to the facility is a misdemeanor crime. Any indication of alcohol at the site during the rental will result in a forfeiture/charge of the rental deposit.**
3. 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.
4. **Decorations may only be taped to surfaces; no tacks, staples or nails; No confetti, glitter, Silly String or similar decorations;**
5. No betting, gambling permitted.
6. No admission, concession, retail or other sales permitted.
7. Renter may not bring in any heavy equipment or hazardous materials without written consent of the GDPR.
8. Portable grills and cooking devices using open flame and/or bottled gasses are prohibited inside the Senior Center or under the drive through. The deck. Permission from the department is necessary to bring a portable grill.
9. Pets are not permitted in indoor facilities unless they are a service animal. Discard pet waste properly.
10. Department representatives and/or local law enforcement have the right to enter the premises at any time.
11. **Live entertainment, 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;
12. All groups must vacate the facility at the end of their rental time. All user-owned equipment/supplies must be removed after event; No entry prior to the scheduled rental time.
13. The facility must be cleaned, floors swept and mopped if necessary, counters and tables wiped clean and left in good order and all trash must be taken to the dumpster at the end of your rental. *See checklist for complete cleanup procedures*;
14. Tables and chairs must be put back in the storage area as you found them.
15. 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.
16. Vehicles must remain on roads or in parking areas.
17. The City of Gahanna is not responsible for lost and/or damaged property, accidents or injuries incurred while using City facilities;
18. Badge must be picked up prior to rental time from the Parks & Recreation office during regular business hours. If the badge is not picked up, renter must call Facilities Division and will be charged $50 to have access to the facility. If accidentally locked out of a facility, call our Facilities Division. The Facilities Division can be reached at (614) 530-8039 for assistance with badge and non-emergency related issues.

ENTRY - The badge will work on the west door under the overhang and the inside door. Unlock the outside doors with the hex key attached to the door. If necessary you may open the inside door and flip the switch at the inside top of the door to hold. This will hold the door open during your event. After your event flip the switch to off and lock the outside doors.

INFORMATION TO ACCOMPANY YOUR RENTAL OF THE SENIOR CENTER

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.

Senior Center
480 Rocky Fork Blvd. Gahanna Ohio 43230

Cleaning supplies are located in the kitchen in the upper left cupboard; the other cleaning supplies are located in the janitor closet on the south east end of the building.

_____ Clean and disinfect all tables, chairs, countertops and sink at the end of your rental

_____ Remove all streamers, tape, decorations, etc. from all tables, rafters, walls, lights, etc.

_____ Tables and chairs must be put back in the storage area as you found them.

_____ Wipe counters and sink in kitchen using soap/water/cleaner

_____ Remove from kitchen and site food, supplies, etc. that you brought in (including items in the refrigerator and freezer)

_____ Sweep all floors

_____ Mopping spills – there are directions on what to use to clean the floors on the cleaning closet door

_____ Empty all trash (including restroom cans) and line with new trash can liners

_____ Take all trash to dumpster in the parking lot area

_____ Turn off inside lights

_____ Lock all outside doors when leaving and check each to make sure locked from outside

_____ Return badge to City Hall (may place in drop box on southeast side of building)

Once the facility has been checked to ensure completion of the above tasks and there are no damages, deposit will be refunded.

If you have issues during your rental:

For emergencies, call police and fire by dialing 911

Entry badge must be picked up prior to rental time from Parks & Recreation office during regular business hours. You will not have access to the facility unless you pick up the badge Monday – Friday, 8am – 5pm.

For non-emergency related items contact Facilities Division at: (614)342-4290