



## PRAIRIE TOWNSHIP COMMUNITY CENTER RESERVATION APPLICATION & AGREEMENT

Renter First & Last Name \_\_\_\_\_ Res/JEDD/JEDZ  Non-Res

Address \_\_\_\_\_ Organization Name \_\_\_\_\_

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

Email Address \_\_\_\_\_

Date of Rental \_\_\_\_\_ Headcount Estimate \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

### Rental Rooms and Rates

Rooms	Capacity	Seated	Resident/JEDD/JEDZ	Non-resident
Multi-purpose Room	30	20	\$40 per hour	\$60 per hour
Prairie Room	45	24	\$50 per hour	\$75 per hour
Kitchen			\$50 per hour	\$75 per hour
Wetlands Room	20	20	\$30 per hour	\$45 per hour
Conference Room	10	10	\$20 per hour	\$30 per hour
Gymnasium – Half Court	500	TBD	\$40 per hour	\$60 per hour

\*The Multi-purpose & Prairie Room can be combined into one large room.

\*If renting the Multi-purpose Room or combined Multi-purpose Room and Prairie Room, the fee to add the kitchen is an additional \$30-Resident/JEDD/JEDZ and \$45-Non-resident.

\*All rooms require a minimum of two hours rental and the Gymnasium requires a minimum of 4 hours rental.

\*Gymnasium availability is very limited. Please contact staff to see if rental time is available

\*Capacity is based on total guests seated at tables. Prairie Room can hold an additional 10-20 chairs.



## POLICIES

1. **PROOF OF RESIDENCY** - Prairie Township residents are required to show proof of residency at the time of reservation. Residency can be verified with a valid Ohio Driver License or utility bill. JEDD + JEDZ members must provide a recent pay stub in order to receive the resident rate. Non-Residents are welcome to utilize the Community Center.
2. **ACCESS** – Rentals do not include admission to the membership side of the Community Center (fitness area, track, pool etc.) However, day passes can be purchased upon arrival.
3. **RESERVATIONS** - Reservations must be made at least 2 weeks in advance and can be made one year from the date of the rental. Reservations are accepted on a first-come first-served basis.
4. **PAYMENT** - Full payment is due at the time of reservation. Checks should be may payable to “Prairie Township.”
5. **DAMAGE DEPOSIT** – Renter agrees to pay for any and all damages to the facilities caused by Renter or members of the group. Damage fees will be assessed by the Recreation Director. If a damage fee applies, the credit card used for the initial reservation will be charged. If the initial reservation was paid with a check or cash, your credit card information will be taken at the time of reservation, but not charged unless there is a damage fee.

### DAMAGE DEPOSIT VERIFICATION

Credit Card

I hereby authorize Prairie Township to charge said credit card for any and all damages.

Renter initials \_\_\_\_\_

6. **OCCUPYING AND ROOM SET UP** - Community Center staff will set up all tables and chairs in specified room. Tables and chairs are included with the rental at no extra charge. Renters will need to provide tables and chairs if renting the gym. Due to other scheduled events, group may arrive no earlier than 15 minutes prior to the rental start time. Groups must be cleaned up and out of the room at the scheduled end time. Start and end times will need to include setup and clean up.
7. **DECORATIONS** –Only non-marking tape may be used to hang decorations (painters tape). Groups may also purchase 3M command strips for hanging decorations. Paper confetti and glitter are prohibited. Candles are prohibited.



8. CLEAN UP – Renter will clean up all trash, clear off all tables and make sure trash is placed in the trash can. Renter may be charged for any excessive clean-up necessary.
9. LOST OR STOLEN ARTICLES – Prairie Township Community Center assumes no responsibility for any lost, destroyed or stolen items accidents or injuries.
10. ALCOHOL, SMOKING AND ILLEGAL SUBSTANCES - The possession, serving, sale, or consumption of alcoholic beverages is not permitted in the facility. Smoking (cigarettes and e-cigarettes) are not permitted on township property. Illegal drugs or other banned substances of any kind are not permitted on township property.
11. SALES-No person shall sell, offer or solicit for sale any goods, services or merchandise without a written permit from the Recreation Director.
12. ADVERTISING-Any public promotion or advertisement of an event (including signs) requires prior written consent from Recreation Director. No person shall distribute any circulars, cards or written matter within the Community Center.
13. ENTERTAINMENT-No entertainment or exhibition shall be given in the Community Center except under the direction or by written permission of the Recreation Director.
14. CATERING- Events over 200 in attendance require a caterer. A 12% fee on food and non-alcoholic beverages only applies to all Township-approved caterers. A 25% fee on food and non-alcoholic beverages only applies to all non-approved Township caterers. Catering company may only use catering kitchen if rented by the customer.
15. AFTER HOURS EVENTS- Events that take place outside of the Prairie Township Community Center’s operating hours are considered after hours events. Groups will need to adhere to the facility rules and rules in this agreement. The fee for an after hours event includes two front desk staff and additional hours for cleaning services.
16. NON-PROFIT RATE- Approved Prairie Township non-profit organizations will receive a 25% discount on room rentals on a limited basis.
17. MULTIPLE RESERVATIONS-Groups or organizations that will be renting a room at the Community Center for an extended period of time may be eligible for a discounted rate at the discretion of the Recreation Director. This rate will be based on the number of dates and hours the room will be reserved in addition to when the Community Center will be rented. For example, there may be a higher rate for room rentals during the



evening rather than in the early morning.

18. FACILITY RULES – In the event that the Renter or guests are unable to adhere to the above stated guidelines, in addition to general facility rules, the Renter may be asked to vacate the premises and forfeit any fees or deposits already received.
19. RELEASE AND INDEMNITY AGREEMENT- As additional consideration for the Township's grant of the right to use the facility, the Licensee for itself and on behalf of its members/players/guests and their heirs, administrators and assigns, which Licensee represents it has authority to bind, hereby releases and agrees to indemnify, defend and hold harmless the Prairie Township Community Center and its officials, employees, volunteers and agents for any and all liability, claims, actions, demands and judgments for loss of life, or damage or injury to person or property; including but not limited to attorneys' fees and all other expenses, arising from or in connection with the use of the Prairie Township Community Center under agreement.
20. CANCELLATION – The Prairie Township Community Center reserves the right to cancel any event. If this situation occurs, a full refund is issued. Upon written cancellation of a reservation by a Renter at least one month prior to a scheduled event, Prairie Township will refund the rental fees collected, less a \$25 administrative fee. Refunds will not be issued for cancellations made within one month of the event. Refunds are not given for inclement weather.
21. RE-SCHEDULE – Groups may re-schedule at no penalty provided they contact our staff at least one month prior to their rental.
22. DAY PASSES – Day passes may be purchased for guests who wish to use the facility before, during or after the scheduled party. All guests (including adults of attending children, etc.) are required to have a day pass or a Community Center membership and be in good standing with the facility. **The deadline to purchase group day passes is the Wednesday before your rental. You will not be permitted to add day passes after this time.**
  - a. CAPACITY – There may be times when the facility reaches capacity. As a result, the Community Center cannot guarantee your group will be able to access the indoor pool or gymnasium through the purchase of a group day passes.
23. GUEST RATIOS (If purchasing Day Passes)
  - a. POOL - Children 6-9 years old must be accompanied by an adult in the pool deck area at all times. One adult must be present for every 5 children ages 6-9 years



- old. Children age 5 and under must be accompanied in the water and be within arm's reach of an adult (age 18 and older) at a 1:2 ratio.
- b. GYM- One adult must be present for every 10 children

**I hereby acknowledge that I have read and fully understand the above terms and conditions. I understand that it is my duty to communicate those rules to our guests prior to their arrival at the facility.**

Renter Signature \_\_\_\_\_

Date \_\_\_\_\_

Payment Holder Signature \_\_\_\_\_  
*(If different than Renter)*

Date \_\_\_\_\_

Payment Holder (PRINT) \_\_\_\_\_

