

**VILLAGE OF WEST JEFFERSON
COMMUNITY CENTER RENTAL**

NAME/ORGANIZATION: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

CELL PHONE: (_____) _____ EMAIL: _____

DATE OF BIRTH: ____/____/____

EVENT DATE: _____ BEGIN: _____ END: _____

TYPE OF EVENT: _____

NUMBER OF EXPECTED TO ATTEND: _____

USE OF KITCHEN? _____ YES _____ NO

DEPOSIT: _____ RENTAL FEE: _____ FORM OF PAYMENT: _____ DATE: _____

EVENT DETAILS/SPEICAL INFO: _____

SIGNATURE: _____ DATE: _____

VILLAGE SIGNATURE: _____ DATE: _____

**** PLEASE READ RENTAL AGREEMENT ****

****I HEREBY ATTEST TO THE TRUTH AND EXACTNESS OF ALL INFORMATION SUPPLIED ON AND WITH THIS APPLICATION AND AGREE TO HOLD THE VILLAGE OF WEST JEFFERSON, OH, IT'S COUNCIL MEMBERS, EMPLOYEES AND AGENTS FROM ANY CLAIM AND LIABILITY RELATED TO THE USE OF THE FACILITIES AND ACCEPT FULL RESPONSIBLTY FOR ANY AND ALL DAMAGES THAT OCCUR DURING MY RENTAL TIME. ****

**VILLAGE OF WEST JEFFERSON PARKS AND RECREATION DEPT.
FACILITY RENTAL AGREEMENT**

230 Cemetery Rd, West Jefferson, OH 43162 * 614-379-5247 * ssstanley@westjeffersonohio.gov

*****IMPORTANT INFORMATION - PLEASE READ BEFORE COMPLETING APPLICATION *****

The applicant is considered the responsible party and must:

- Complete this application
- Pay reservation fee
- Be present for the entire duration of the event

By submitting payment and signing this rental application, it is understood the applicant agrees to the following:

- Applicant must be at least 21 years of age.
- o All requests for rentals are confirmed once payment is made. A copy of the approved rental application confirming the date and time of the rental will be provided. Please bring this copy to the event as proof of rental. » Alcohol, smoking and drug use are not permitted at Village Parks, Village property and Village owned facilities, o No weapons will be permitted in Village owned facilities.
- o The Village prohibits the use of open flames, including candles, with the exception of established fire pits and park grills.
 - Private signs are not permitted on park grounds or on Village Right of Way per Village Sign Ordinance.
- Bounce houses, tents, etc. require special permission and additional deposit, o Deep fat fryers are prohibited from use in the Community Center, o Tape and nails on all facility walls is prohibited.
- Refunds will not be issued for inclement weather; however, the rental can be rescheduled.
- o To receive a refund, the applicant must cancel the reservation 2 weeks prior to the date of the event.
- Only the area(s) assigned for your event may be used.
- «» Rentals that are for fund-raising or profit-making endeavors must first fill out the Special Event Application for Park Facilities and comply with the Special Event Policy Guidelines.
- No rental can be used to sell food to the general public -unless the applicant submits an approved Madison County Health Department permit.
- o Large domestic or non-domestic pets or animals are not permitted in the village parks with the exception of cats and dogs, without the permission of the Recreation and Special Events Manager and/or the Director of Public Services and/or their designee. Service or guide dogs are permitted in the community center but any other pets or animals must be given permission from the Recreation and Special Events Manager and/or the Director of Public Services and/or their designee.
- No entity shall imply in their announcements or advertisements that the Village of West Jefferson sponsors, promotes or endorses their product or services.
- o The Community Center is located adjacent to the Hampton Cemetery and in a residential neighborhood. Please be respectful of others and refrain from loud music and profanity.
 - Failure to abide by the above rules may result in immediate expulsion of individuals, or the entire group, forfeiture of the deposit, citation into court or arrest of violators.
 - Should issues arise that are not able to be resolved by the applicant, the Village of West Jefferson reserves the right to immediately terminate the event and future events that are requested by the applicant.
 - Any damages occurring during your rental are your responsibility. Additional fees may be charged if above conditions are not met.
 - If requested, the applicant must provide a Certificate of Liability Insurance on behalf of the group 24 hours before the event start time.
 - The Village of West Jefferson reserves the right to exclude any program/activity that is determined to be detrimental to existing village programs and activities or is not in the best interest of the Village and its residents.

**A complete list of rules for the Village of West Jefferson Parks can be found at www.westjeffersonohio.gov in Chapter 957, Ordinance# 01-013.