

Rental Permit
Obetz Community/Senior Center
1611 Chillicothe Street, Obetz, OH 43207
(614) 491-4546

General Reservation Rules

1. **ALL DEPOSITS AND RENTAL FEES WILL BE COLLECTED AT THE TIME OF RESERVATION.**
2. Deposit will be returned to you by mail in 2-4 weeks after the event if all rules are followed.
3. Office hours are 8:00 am- 5:00 pm Monday thru Friday all fees must be paid during these hours.
4. Cancellations must be made within 48 hours of the event to have your entire fee returned.
5. All reservations must be made by a person 18 years of age or older.
6. All buildings are non- smoking.
7. NO ACHOLHOLIC BEVERAGES will be allowed in the building or on the grounds.
8. Rented time must include time for setup and cleaning any additional time may be deducted from deposit.
9. An attendant must be present for all rentals and is only scheduled for that particular rental time.
10. You must return facility to the condition that you found it. Please make sure to sweep and mop spills, wipe off tables and counters. We have brooms, mops, etc—ask attendant. We do not supply dishes, silverware, pots, pans, cooking or serving utensils, dish soap and towels. Refrigerator and stove are not to be used by renters in any way.
11. Remove all trash bags etc. and dispose in the outside dumpster.
12. The person sponsoring the event is responsible for the proper conduct of guests, security and chaperoning minors (youth/teen functions must have adequate adult supervision 1 adult per 10 youth). **This includes all areas of the building and parking lot.**
13. Renter is responsible for anything broken or damaged to the structure of the building.
14. Observe all non -parking areas; violators may be towed at owner's expense.

***RENTER IS RESPONSIBLE TO MAKE ALL OF THEIR GUESTS AWARE OF ALL RULES AND REGULATIONS OF THEIR SIGNED CONTRACT. ANY NON-CONFORMANCE OF ANY REGULATION WILL TERMINATE THE RENTERS CONTRACT WITHOUT A REFUND OF RENTAL FEES OR DEPOSIT. THE VILLAGE OF OBETZ IS NOT RESPONSIBLE FOR ANY ACCIDENT THAT MAY OCCUR AT THE FACILITIES OR ON THE GROUNDS BEFORE, DURING OR AFTER A PRIVATE FUNCTION.

(Revised 01/06)

Rental Contract
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Obetz, OH 43207
(614) 491-4546
Office Hours Monday – Friday 8am-5pm

Office Use _____
 ✓ List _____
 Deposit Request _____

Multi-Purpose Room _____	Gym _____	Other _____
Lancaster Shelter House _____ (No restrooms)	Community Center Shelter House _____ (Restrooms upon request)	Gazebo _____

Name of Renter: _____ Phone: (H) _____ (W) _____

Address: _____ City _____ Zip _____

Reserved Date: (s) _____

Reserved Time: _____ to _____ **(allow for set up and clean up in this time.)**

Type of function (please be specific) _____

If youth function please specify age: _____ (youth/teen functions must have adequate adult supervision 1 adult per 10 youth.)

Organization _____ non-profit _____

Address _____ City _____ Zip _____

Date of Deposit: ____/____/____ Amount of deposit \$ _____ Receipt# _____/____

Date of Rental Payment ____/____/____ Amount of payment \$ _____ Receipt# _____/____

TOTAL AMOUNT DUE \$ _____

Signature of Renter: _____ Date ____/____/____

(Renter is responsible to make all of their guests aware of all rules and regulations of this contract. Any non-conformance of any rule will terminate the renter's contract without a refund of rental fees or deposit. The Village of Obetz is not responsible for any accident that may occur at the facilities or on the ground before, during or after a private function.)

Signature of Staff: _____ Date ____/____/____