



City of Waterville

25 N. Second St.
 Waterville, OH 43566
 (419)878-8100

REC BUILDING RESERVATION AND AGREEMENT

RENTAL FEES:

City Residents	Waterville Non-Profit Community Groups	Non-Resident or Outside Non-Profit or Community Groups
\$50.00 per day Monday through Thursday	\$25.00 per day Monday through Thursday	\$75.00 per day Monday through Thursday
\$90.00 per day Friday through Sunday	\$45.00 per day Friday through Sunday	\$135.00 per day Friday through Sunday
+ \$150 Deposit	+ \$150 Deposit	+ \$150 Deposit

Name: _____ Telephone _____
 Address: _____
 Organization: _____
 Reservation Date: _____
 Activity the building will be used for: _____

The building user hereby acknowledges receipt of the use regulations for the building and agrees to comply with said regulations, which are hereby made a part of this agreement. Anyone using a public facility for special activities or events shall agree to hold the City harmless of all liabilities connected with said events. The premises are under camera surveillance.

_____	_____	_____
Applicants Signature	Title (if applicable)	Date

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Rental Fee Paid \$ _____ Receipt # _____ Date _____
 Deposit Fee Paid \$ _____ Date _____
 Key# _____ Key Pick up Date: _____ Key Returned Date: _____

Issuance of Key After Business Hours

A forfeiture of \$25.00 of the deposit will result if the key has to be provided by City personnel after business hours as stated in Section Five of the Use Regulations for the Conrad Park Recreation Building.

Name: _____ Picture ID
 Signature: _____ Date: _____ Key # _____
 Employee Signature: _____ Date Key Returned: _____

Building Inspection

Building Inspected By: _____
 Date & Time: _____ Condition Acceptable? Yes _____ No _____
 If Not Acceptable / Reason _____