



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

**REC BUILDING RESERVATION AND AGREEMENT**

**RENTAL FEES:**

<u>City Resident</u>	<u>Waterville Non-Profit Community Groups</u>	<u>Non-Resident or Outside Non-Profit or Community Group</u>
\$50.00 - 4 hrs. or less	\$25.00 - 4 hrs. or less	\$85.00 - 4 hours or less
\$85.00 - More than 4 hrs.	\$42.50 - More than 4 hrs.	\$125.00 - More than 4 hours
\$150.00 - Deposit	\$150.00 - Deposit	\$150.00 - Deposit

Use Regulations Given \_\_\_\_\_

Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address: \_\_\_\_\_

Organization: \_\_\_\_\_

Reservation Date \_\_\_\_\_ Time building to be used: From \_\_\_\_\_ To \_\_\_\_\_

What activity will the building 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.*

\_\_\_\_\_  
 Applicant's Signature Title (If Applicable) Date

Rental Fee Paid \$ \_\_\_\_\_ Receipt # \_\_\_\_\_ Date \_\_\_\_\_

Outlook Notification \_\_\_\_\_ Deposit Fee Paid \$ \_\_\_\_\_ Date: \_\_\_\_\_

Key #: \_\_\_\_\_ Key Pick Up Date: \_\_\_\_\_ Date Key Returned: \_\_\_\_\_

**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: \_\_\_\_\_



*City of Waterville*

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**Application for Alcoholic Beverage Permit - City Residents Only**

Fee: \$50.00      Date Paid: \_\_\_\_\_      Date of Application: \_\_\_\_\_  
Deposit: \$150.00      Date Paid: \_\_\_\_\_      Drivers License Number: \_\_\_\_\_

Alcoholic beverages to be sold?    Yes / No      Alcoholic beverages to be served?    Yes / No

If yes, who will benefit from proceeds: \_\_\_\_\_

*957.02© Notwithstanding the prohibition in subsection (a) herof, the consumption of alcoholic beverages by those persons renting the Recreation Building in Conrad Park may be permitted within that building with the written consent of the Municipal Administrator and including any limitations that the Administrator may require.*

Approved       Disapproved

\_\_\_\_\_

Chief of Police