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

REC BUILDING RESERVATON 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_____ Use Regulations Given ☐

Address:_____

Organization:_____

Reservation Date:_____

Activity the building will be used for:_____

The building user herby 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**

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 _____