



Facility Rental Agreement Form



All facility requests must be submitted through this form at least two weeks before the event. Event reservations are confirmed upon payment. Full payment is required for rentals amounting to less than \$200. For rentals exceeding \$200, a room reservation can be secured by paying a deposit fee equal to 50% of the total facility rental when scheduling your event. The remaining fees are required to be settled no later than three days prior to the reserved date. Please refer to the City of Dayton, Department of Recreation's Facility Reservation Policy for more information on renting out a space at our Recreation Center.

RENTER'S CONTACT INFORMATION		
First Name	Last Name	
Name of Organization		
Address		
City	State	Zip
Phone #	Work Phone #	
Email Address	Birthdate	

RENTAL DETAILS	
Reservation Date(s)	
Begin Time	End Time
Reservation Purpose	Head Count
Setup	

Greater Dayton Recreation Center (GDRC)			
2021 West Third Street		(937) 333-4732	
Room	Capacity	Hourly Rate	
<input type="checkbox"/> Multi-Purpose Room	145	\$50	
<input type="checkbox"/> Activity Room	45	\$40	
<input type="checkbox"/> Gymnasium	800	\$75	
Lohrey Recreation Center (LOH)			
2366 Glenarm Avenue		(937) 333-3131	
Room	Capacity	Hourly Rate	
<input type="checkbox"/> Multi-Purpose Room	145	\$50	
<input type="checkbox"/> Activity Room #1	25	\$35	
<input type="checkbox"/> Activity Room #2	40	\$35	
<input type="checkbox"/> Gymnasium	320	\$50	
Northwest Recreation Center (NW)			
1600 Princeton Drive		(937) 333-3322	
Room	Capacity	Hourly Rate	
<input type="checkbox"/> Multi-Purpose Room	145	\$50	
<input type="checkbox"/> Activity Room #1	40	\$35	
<input type="checkbox"/> Activity Room #2	40	\$35	
<input type="checkbox"/> Gymnasium	445	\$50	
<input type="checkbox"/> Auxiliary Gymnasium	230	\$35	
All Locations			
<input type="checkbox"/> Kitchen	Flat Fee	\$25	

I agree on behalf of myself/company/organization/group to abide by the Rules and Regulations Governing Rental Use of Facilities to its entirety. I agree to hold the City of Dayton, Ohio free and clear from any and all liabilities, whether to persons or property, as a result of negligence on the part of the said individual/company/ organization/ group, or the acts of any of its employees, agents, affiliates, or anyone visiting the facility upon the invitation of the said applicant. I further agree to arrive and vacate the facility promptly at the times stated above in this contract.

Renter's Signature: _____

Date: _____

TO BE COMPLETED BY STAFF ONLY

Deposit
Paid \$ _____ Receipt # _____ Date _____

Rental Fees
Paid \$ _____ Receipt # _____ Date _____

Rental Cleanup Checklist

Scheduled Rental Time: _____

Total Headcount for Rental: _____

Actual Time In: _____

Actual Time Out: _____

The Rental Cleanup Checklist is to be completed by a City of Dayton Recreation employee and the renting party at the scheduled end time of each rental. This checklist is kept on file and referenced for evaluating the eligibility of the renter for future room reservations.

Both parties are required to initial each of the items listed below. If one of the questions is not applicable, please indicate 'n/a' in both fields.

Renter Employee

_____ _____ Has all of the trash been placed in the trash containers, and is not overflowing?

_____ _____ Have all tabletops and countertops utilized been wiped down?

_____ _____ Has the room been cleaned of any food and/or drink spills?

_____ _____ Are all of the decorations that were put up taken down (including tape, string, balloons, and/or tablecloths, etc.)?

_____ _____ Have all personal belongings been removed from the room?

_____ _____ Was there any damage caused? ***If Applicable, Provide Details Below.***

_____ _____ Were any rules in the contract broken? ***If Applicable, Provide Details Below.***

Additional Employee Notes:

Once all of the above questions regarding our rules and policies have been completed by both parties, please sign and date below:

Renter Signature: _____

Date: _____

Employee Signature: _____

Date: _____