

# VILLAGE OF GREEN SPRINGS

120 Catherine Street, Green Springs, Ohio 44836

419-639-2123

clerk@villageofgreensprings.com

## VILLAGE FACILITY RESERVATION FORM

Today's Date: \_\_\_\_\_

Responsible Party/Group Information:

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

<u>Reservation Date</u>	<u>Shelter House/Facility</u>	<u>Fee Amount</u>	<u>Paid (Yes or No)</u>

*\*Make Checks payable to the Village of Green Springs*

*\*Exact change required when paying in cash*

### WAIVER FOR PARTICIPANT/PARTY

*In consideration of your accepting this facility reservation, I hereby, for all parties of said group(s) their heirs, and administrators, waiver and release any and all rights and claims for damages we may have against the Village of Green Springs and its representatives, successors and assigns for any and all injuries suffered by myself or any quest of said party or group(s). As stated above, I further agree that in the event any person of said party or group(s) repudiates or attempts to repudiate, I will personally indemnify and save harmless the Village of Green Springs, its successors and assigns, for any and all loss and damage occasioned thereby.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Office Use Only:**

Total Fees: \_\_\_\_\_

Form of Payment:      Cash                      Check                      Money Order

Date Received: \_\_\_\_\_

Employee Initials: \_\_\_\_\_

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## RESERVATION PROCEUDURE

1. Reservations are accepted on a first-come, first served basis. Shelter Houses, Park Facilities and Village Council Chambers will be scheduled upon completion of the reservation form and upon payment.
2. Reservations must be made at least 3 days prior to the date of the event and in person at the Village of Green Springs Municipal Building. Payment is required at the time of reservation. Acceptable forms of payments are cash, check or money order. Exact change is required when paying with cash. Checks and money orders can be made payable to the Village of Green Springs.
3. In accordance to Village Ordinance Number 16-05, the rate schedule is as follows:
  - a. Concession Stand: \$25.00 per day
  - b. Gazebo (Park): \$25.00 per day
  - c. Open Shelter Houses #1 and #2: \$35.00 per day
  - d. Enclosed Shelter House #3 \$50.00 per day
  - e. Each Ball Diamond Field \$75.00 per day

*\*Fees are waived for non-profit organizations*
4. In accordance to Village Ordinance Number 16-14, the Village Council Chambers can be reserved for a rental fee of \$25.00 and a security deposit of \$50.00. Two separate checks are required at the time of the reservation. If the council chamber is in good condition after the event, the Fiscal Officer will return the \$50.00 security deposit check to the person who reserved the room.
5. The key for the Enclosed Shelter House should be picked up the week before the event but no later than 12:00 p.m. on the Friday before the event.
6. Please allow adequate time for cancellations or rescheduling. Any rescheduling has to be approved before the event, to avoid scheduling conflicts.

## GUIDELINES FOR USE

1. Persons who reserve shelter houses are entitled to use the shelter house any time between dawn and dusk on the day of the event.
2. Please be sure all fires in charcoal grills are extinguished prior to leaving the area.
3. Please return picnic tables to the original locations before exiting the park.
4. All trash from your event needs to be picked up, taken out and disposed of properly.
5. Ensure all windows and doors are closed and locked when renting the Enclosed Shelter House.
- 6. No alcoholic beverages are permitted in the park or in the council chambers.**
7. Be sure to return all tables and chairs in the Council Chamber to their original locations. The office equipment in the council chamber is not for public use.
8. By signing this form, you are agreeing to all the procedures, guidelines and liabilities as described on page one and page two of this form. The Shelter House, Park Facilities and Village Council Chamber rentals are used at your own risk and liability is not assumed by the Village of Green Springs or its employees.

**Thank you for your reservation and thank you in helping keep  
The Village of Green Springs a nice place for all to enjoy!**