



# FACILITY RENTAL INFORMATION

## Pricing & Scheduling

1. The scheduling of use by community organizations and other agencies of City facilities are based on the following criteria:
  - Level of affiliation to City of Vandalia departments and programs
  - City of Vandalia residency
  - Level of broad base benefits for Vandalia residents
2. Inquiries into the rental of the Senior Center shall be made at the Vandalia Senior Center.
3. Rental requests shall be approved or disapproved by the Senior Center Coordinator.
4. First preference on scheduling of the Senior Center will be for the Senior Citizens programming. Other groups can be scheduled into the building when:
  - There are no activities scheduled by the Senior Citizens
  - The proposed activity could be conducted in an unused portion of the Center without disturbing the planned activity of the Senior Citizens or other users.

<b>Areas of Use:</b>	<b>-City of Vandalia</b> <small>Departments &amp; programs</small> <b>-VBCS</b> <b>-Non-profit</b> <small>organizations must be inside City limits, no PO boxes</small>	<b>-Vandalia Residents</b> <b>-Vandalia Businesses</b> <b>-Members of Senior Center</b> <b>-Non-Profit Fundraisers</b> <small>non-profits outside City limits</small>	<b>-Other Organizations</b> <b>-Other Groups</b> <b>-Other Individuals</b>
<b>Kitchen</b>	—	<b>\$20/ hr.</b>	<b>\$30/ hr.</b>
<b>Front Lounge</b>	—	<b>\$20/ hr.</b>	<b>\$30/ hr.</b>
<b>Multipurpose Room</b>	—	<b>\$30 hr.</b>	<b>\$50/ hr.</b>
<b>Dining Room</b>	—	<b>\$35/ hr.</b>	<b>\$60/ hr.</b>
<b>Entire Facility</b>	—	<b>\$60/ hr.</b>	<b>\$100/ hr.</b>
<b>Decorating</b>	—	<b>\$15/hr.</b>	<b>\$25/ hr.</b>

### FOR OFFICE USE ONLY

Rental Location/ Fee: \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

Custodial fees incurred: \_\_\_\_\_ hours @ \_\_\_\_\_ \$ \_\_\_\_\_

Damage fees incurred (attach supporting documentation) \$ \_\_\_\_\_

**Amount Due** \$ \_\_\_\_\_

DATE PAID: \_\_\_\_\_ AMNT PAID: \_\_\_\_\_ TENDER: \_\_\_\_\_ CHECK #: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ RECEIPT # \_\_\_\_\_



**PERMIT FOR FACILITY RENTAL**

Vandalia Senior Center  
21 Tionda Dr. South  
Vandalia, OH 45377  
(937) 898-1232

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

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_

Description of Use: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Times of Use: \_\_\_\_\_

Area(s) Requested: \_\_\_\_\_

**CONDITIONS OF PERMIT**

1. Use of City property in the Senior Center is subject to all pertinent State laws, City ordinances, Health Department, and Parks and Recreation Department regulations.
2. The holder of this permit will be responsible for damages to the City and/or the Senior Citizens property resulting from use herein. Any damage that occurs will be assessed at full cost of replacement or repair. The holder of this permit will be invoiced for any damages and will not be permitted to participate or utilize any Parks & Recreation services until balance is paid.
3. It is the responsibility of the permit holder to make the necessary arrangements to gain access of the Center for their reservation and to leave the Center secure and clean, as found, at the conclusion of their rental. Arrangements must be made with the Senior Center Coordinator during the normal operating hours of the Center Monday through Friday 9AM-4PM.
4. No alcoholic beverages are permitted on the premises.
5. The center must be cleaned with all trash emptied in the outside receptacles located on the north side of the building. Tables and chairs must be wiped clean and floors vacuumed as needed. Furniture must be replaced to its original position.
6. The PA system can be operated only when advance arrangements have been made with the Senior Center Coordinator.
7. No nails, tacks, staples, scotch tape or paste shall be used in decorating furnishings or area. Masking tape is acceptable. No glitter or burning candles. All decorations must be removed at the end of rental period.
8. The permit holder will be responsible for turning off lights, securing the building and returning the building key and/or any other property borrowed at the conclusion of the rental period.
9. In case of a lost or unreturned key, the renter is held responsible for expense to re-key the building; an invoice will be issued for the expense and the renter will not be permitted to participate or utilize any Parks & Recreation services until expense is paid.
10. The permit holder will be responsible for any costs incurred by the City of Vandalia or the Senior Citizens Club that results from the violations of any conditions of this permit. A \$50/hour charge will be assessed if City personnel is needed to clean after a rental.
11. During evening or weekend events please refer questions and concerns to the Manager on Duty at the Vandalia Recreation Center (415-2340).
12. Payment, in full, is required to be made at the Senior Center at least 2 weeks in advance of rental. If cancellation occurs after payment is made, there will be a \$20 fee assessed to paying rentals.
13. Failure to adhere to the terms of this permit may result in cancellation of permit and/or removal from facility.
14. The City of Vandalia reserves the right to deny the use of the Senior Center based on the past behavior of the group while using the facility and/or where a group repeatedly fails to keep their reservation, thereby denying its availability to other groups.
15. Permit holder may utilize the facility during the hours stated on the rental agreement only. Fees will be charged for additional hours
16. See back side of this document for pricing and scheduling information.

**Waiver & Release:** In consideration of the City of Vandalia granting me the permission to utilize its facilities for rental use with the Parks & Recreation Department, the signed does hereby waive, release, save and hold harmless and indemnify the City of Vandalia, its employees, agents and independent contractors for any and all claims for damage of personal injury to me or the loss of property which may be caused by any act of failure to act on the part of the City of Vandalia, its employees, agents and independent contractors. The signed further assumes all risk of all dangerous conditions in and about the City of Vandalia Recreation Department property both real and personal and waives any and all specific notice of the existence of such dangerous conditions, if any. Furthermore, the release bars claims by the signed children, heirs, assigns, executors and administration.

\_\_\_\_\_  
Signature of Permit Holder

\_\_\_\_\_  
Issued By