

To reserve the Trotwood Community & Cultural Arts Center, contact Event and Facilities Manager, Aundrea Kinion at 937-301-4330. Complete this application and submit it along with any applicable fees to the Public Works Department of the City of Trotwood, 2400 Olive Road, Trotwood, Ohio 45426.

Public Works Department – 837-1702 Fax – 837-1502 Police Dispatch – 228-8380

YOU MUST BE 21 YEARS OF AGE OR OLDER TO RENT THIS FACILITY. PLEASE READ THE REGULATIONS AND STATEMENTS ON THE REVERSE SIDE OF THIS APPLICATION. YOUR SIGNATURE WILL BE REQUIRED.

PLEASE PRINT LEGIBLY

TODAY'S DATE _____

Day & Date of Event: _____ # People Expected: _____ Purpose/Function of Event: _____	Time: _____ AM / PM To _____ AM / PM Total # of Hours (including set-up/cleanup) _____ Individual Name/Contact Person _____ Group/Organization Name _____ Mailing Address: _____ City: _____ State: _____ Zip Code: _____ Phone #: _____ Alternate Phone #: _____ If reservation is for an immediate family member, state his/her name and relationship (parent, sister, brother, child, grandparent) _____
<p>All reservations require a security deposit (\$50 for a small meeting room/\$300 for main room), which will be refundable once the facility has been inspected by City staff and deemed to be clean and in good condition.</p> <p>CANCELLATIONS: All rental fee retainers are non-refundable, if not cancelled ninety (90) days prior to your event. All cancellations must be in writing and signed.</p>	
<p>CHECK ONE (1) CATEGORY BELOW:</p>	
<input type="checkbox"/> Civic Club: Organization with an office located within the City limits of Trotwood, meeting the IRS qualifications for a 501(c)3 status (copy needs to be attached herewith) \$ 70.00 per hour	
<input type="checkbox"/> Trotwood Business / Resident: Business with an office within the City limits of Trotwood (for non-business activity) or a person whose legal home is within the corporate boundaries of the City. Permanent residence of the individual occupying the home, apartment or condominium, and shall be the principal yearly residence of the individual's family residing at the location. Non-business related activity by a non-resident of a Trotwood business does not qualify in this category. <input type="checkbox"/> \$ 95.00 per hour	
<input type="checkbox"/> Non-Resident: An individual whose permanent residence is outside the City limits of Trotwood. \$ 120.00 per hour	
<input type="checkbox"/> Commercial: Renter will charge others to use the facility, either by an admission charge at the door, advance ticket sales or registration fees, or when company business will be conducted. \$ 170.00 per hour	

EVENT ARRANGEMENTS

Seating Tables	# People Attending (Max. 230)	# Round Tables (__ chairs/table)
Food Tables	6-Foot Tables (Maximum of __ Tables)	8-Foot Tables (Maximum of __ Tables)
<p>1. In compliance with the Americans With Disabilities Act, the City of Trotwood will make reasonable accommodations as requested. Please indicate the type and method of accommodation(s) needed:</p> <hr/>		
<p>2. Will food/refreshments be served? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>3. Is this a private party/event? NOTE: Tickets cannot be sold to the public unless renter pays the Commercial Rate. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>4. Will alcoholic beverages be served? NOTE: Alcohol may not be sold without prior approval of the City Manager and appropriate local/state licenses submitted herewith. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>5. Other special requirements:</p> <hr/>		

RULES & REGULATIONS

1. The security deposit of \$300.00 (\$50 for a small meeting room) is due at the time the reservation is made. The full rental payment is due at least one (1) week prior to the event date.
2. No birdseed or rice shall be thrown inside the building.
3. All trash, debris, decorations, etc., shall be removed at the conclusion of the rental. The City of Trotwood staff will remove tables and chairs, and perform normal floor cleaning only. After an activity, if additional janitorial maintenance is required (other than the normal cleaning process), the applicant may be charged accordingly.
4. **This is a smoke-free building.** Smoking is not permitted anywhere inside the building. Failure to comply will result in forfeiture of the deposit. You are responsible for advising your guests to exit the building to smoke.
5. All persons must leave the premises at the time designated on the rental agreement. Failure to do so may result in extra charges.
6. The person named herein shall be the responsible party for their guests and for compliance with these Rules and Regulations.
7. No loose glitter, sparkles or sequins may be used for decorations.
8. Additional charges may be assessed if damage or cleaning requirements exceeds the \$300.00 deposit.

Acknowledgment

As a condition precedent to the issuance of a permit for the use of the Trotwood Community & Cultural Arts Center, I, the undersigned, knowingly and voluntarily assume the responsibility to abide by any and all County, State, and Federal laws, City Ordinances, rules and regulations governing the use of the building stated herein. It is further understood that the City of Trotwood, Ohio, its officials, officers and/or employees are not responsible for accidents, injuries, illnesses, acts of God, or other natural disaster, or loss of group or individual property relating to the use of the Trotwood Community & Cultural Arts Center.

I hereby release the City of Trotwood of any claim that may arise out of the rental of the Trotwood Community & Cultural Arts Center.

I further understand that failure to comply with the Rules and Regulations stated herein can result in forfeiture of the damage/security deposit or additional charges.

Signature of Responsible Party _____
Date

FOR OFFICE USE ONLY	<input type="checkbox"/> Fee Paid Deposit + \$ _____	<input type="checkbox"/> Check/M.O.	<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card
Deposit Rec'd _____	Fee Paid in Full _____	Inspected _____	Deposit Refunded _____	Initials _____

