

**GAHANNA MUNICIPAL GOLF COURSE
CLUBHOUSE RENTAL AGREEMENT (APPLICATION FORM)**

GAHANNA DEPARTMENT OF PARKS & RECREATION
200 S. HAMILTON ROAD
GAHANNA OH 43230
(614) 342-4250; FAX: (614) 342-4351

GAHANNA MUNICIPAL GOLF COURSE CLUBHOUSE
220 OLDE RIDENOUR ROAD
GAHANNA OH 43230
(614) 342-4270

THE GAHANNA DEPARTMENT OF PARKS & RECREATION, HEREINAFTER CALLED LESSOR, AGREES TO RENT ITS FACILITY TO: (HEREINAFTER CALLED LESSEE):

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

PHONE: (DAYTIME) _____ (EVENING) _____

CELL: _____ E-MAIL: _____

TYPE OF EVENT: _____ ESTIMATED ATTENDANCE: _____

UNDER THE FOLLOWING CONDITIONS:

THE LESSEE AGREES TO RENT THE CLUBHOUSE FROM THE LESSOR ON (DATE:) _____ FROM THE HOURS OF _____ TO _____ AT [AN HOURLY RESIDENT DISCOUNT RATE OF \$60.00 PER HOUR; OR AN HOURLY STANDARD RATE OF \$120.00 PER HOUR OR ALL DAY RATE SEE PG. 2]; PLUS A \$100.00 (REFUNDABLE) CLEANING/DAMAGE/KEY DEPOSIT. FOR ALL NON-PROFIT ORGANIZATIONS, APPROVED BY THE PARKS AND RECREATION BOARD, THE HOURLY RATE WILL BE DISCOUNTED; HOWEVER, THE \$100.00 DEPOSIT IS STILL REQUIRED. THE UNDERSIGNED ALSO HEREBY AGREES TO THE FOLLOWING:

- A. THAT THE TOTAL RENTAL AMOUNT IS TO BE PAID IN ADVANCE AT THE TIME OF APPLICATION AND IS **NOT REFUNDABLE IF CANCELED LESS THAN (2) WEEKS BEFORE DATE RESERVED. ANY OTHER CANCELLATION OR CHANGE IS STILL SUBJECT TO FEES.**
- B. THAT IF THE LESSEE EXCEEDS ITS STATED HOURLY AGREEMENT, THE MONIES FROM THE DEPOSIT MAY BE USED TO COMPENSATE THE LESSOR FOR THE UNPAID PORTION. THE DEPOSIT REFUND, IF RETURNED, WOULD REFLECT THE DEDUCTION ACCORDINGLY.
- C. THAT THE LESSOR SHALL CONTRACT ONLY ON A WHOLE HOUR-TO-HOUR BASIS FOR A MINIMUM OF TWO (2) HOURS AND SAID TIME SHALL RUN FROM THE TIME STATED ON THE CONTRACT.
- D. THAT THE LESSEE CANNOT SUBLET OR ASSIGN USE OF THESE FACILITIES WITHOUT WRITTEN CONSENT OF THE LESSOR.
- E. THAT THE HOURLY RATES AND/OR DEPOSIT CHARGES, SO POSTED, ARE SUBJECT TO CHANGE BY AN ACTION OF THE MAJORITY OF PARKS & RECREATION BOARD UPON FIRST GIVING LESSEE THIRTY (30) DAYS NOTICE PRIOR TO LESSEE'S ENGAGEMENT. IF LESSEE DOES NOT WISH TO PAY THE NEW RATES, LESSEE'S MONIES, INCLUDING DEPOSIT, WILL BE REFUNDED.
- F. THAT A DEPOSIT OF \$100.00 BE GIVEN AT THE TIME OF APPLICATION WHICH IS REFUNDABLE FOLLOWING THE ENGAGEMENT IF FACILITIES HAVE NOT BEEN DAMAGED, NOR ITEMS STOLEN, AND THE FACILITIES ARE IN A CLEAN, PRESENTABLE CONDITION. PLEASE SEE ATTACHED CLEANING CHECKLIST. THE LESSEE IS RESPONSIBLE FOR ALL DAMAGE, STOLEN ITEMS, OR DISREPAIR, REGARDLESS OF THE COST.
- G. THAT ANY ABUSE OF THE CLUBHOUSE FACILITIES BEFORE, DURING, OR IMMEDIATELY AFTER THE ENGAGEMENT SHALL CONSTITUTE A BREACH OF THIS AGREEMENT AND NO MONIES, INCLUDING DEPOSIT, SHALL BE REFUNDED.
- H. THAT ANY VIOLATION OF THE FACILITY'S RULES, REGULATIONS, AND POLICIES, OR UNDUE DISTURBANCE, SHALL CONSTITUTE A VIOLATION OF THIS AGREEMENT AND NO MONIES, INCLUDING DEPOSIT, SHALL BE REFUNDED (**SEE CLUBHOUSE USE RULES AND REGULATIONS**).
- I. THAT THE LESSEE MAY NOT BRING IN ANY HEAVY EQUIPMENT OR HAZARDOUS MATERIALS WITHOUT WRITTEN CONSENT OF THE LESSOR.

- J. THAT DEPARTMENT REPRESENTATIVES AND/OR GAHANNA CITY POLICE HAVE THE RIGHT TO ENTER PREMISES DURING THE PERIOD OF USE STATED ON THIS CONTRACT IN ORDER TO CONFIRM THAT THE LEASE AGREEMENT IS NOT BEING VIOLATED.
- K. THAT THE PERSON SIGNING THIS AGREEMENT FOR LEASE HAS THE AUTHORITY OF THE GROUP OR INDIVIDUAL TO ENTER INTO AN AGREEMENT WITH THE LESSOR, OR SHALL BE PERSONALLY LIABLE.
- L. THAT THE LESSEE WILL PICK UP THE KEY NO MORE THAN 2 BUSINESS DAYS BEFORE RENTAL AND RETURN THE KEY NO LATER THAN 2 BUSINESS DAYS AFTER THE RENTAL.

NON-PROFIT ORGANIZATION: YES NO (IF YES, ATTACH COPY OF EXEMPTION CERTIFICATE)

DO NOT COMBINE THE RENTAL FEE AND DEPOSIT ON ONE CHECK, AS THE REFUNDABLE DEPOSIT CHECK MOST LIKELY WILL BE RETURNED TO YOU ONCE THE CLUBHOUSE KEY HAS BEEN RETURNED AFTER YOUR EVENT. (THE RENTAL FEE MAY BE PAID BY CASH, CHECK, MONEY ORDER OR CREDIT CARD. THE REFUNDABLE DEPOSIT MAY ONLY BE PAID BY CHECK OR MONEY ORDER.) PLEASE MAKE CHECK(S) PAYABLE TO THE CITY OF GAHANNA.

RENTAL FEE AMOUNT: (EFFECTIVE 12/21/09)

RESIDENT DISCOUNT RATE:

_____ HOURS AT **\$60.00** PER HOUR = \$ _____ (CHECK # _____ OR CASH) (PD. _____)
 _____ ALL DAY RENTAL **\$480** = \$ _____ (CHECK # _____ OR CASH) (PD. _____)

STANDARD RATE:

_____ HOURS AT **\$120.00** PER HOUR = \$ _____ (CHECK # _____ OR CASH) (PD. _____)
 _____ ALL DAY RENTAL **\$960** = \$ _____ (CHECK # _____ OR CASH) (PD. _____)

Cancellation Policy:

If cancellation occurs:

- More than 30 days from event: full refund less \$10 administration fee
- Between 14 – 29 days from event; 50% refund
- Less than 13 days from event: nor refund.
- Fees will not be refunded if event is canceled due to inclement weather.

Date Change Policy: There is a \$10 administrative fee to change the date of a processed rental.

DEPOSIT (REFUNDABLE):

***\$100.00 [CLEANING / DAMAGE / KEY] DEPOSIT : *(MAY NOT BE PAID WITH CASH OR CREDIT CARD.)**

\$ _____ (CHECK /M.O.# _____) (PD. _____)

PURSUANT TO PERMITS GRANTED BY THE STATE OF OHIO TO THE CITY OF GAHANNA, THE LESSEE IS NOT PERMITTED TO POSSESS ANY ALCOHOLIC BEVERAGES NOT PURCHASED AND CONSUMED ON THE PREMISES AND WITHIN THE SCOPE OF THE PERMIT. THE CARRYING IN OF ANY ALCOHOLIC BEVERAGE INTO THE RENTAL FACILITY IS STRICTLY PROHIBITED. FAILURE TO COMPLY WITH THIS POLICY WILL RESULT IN THE LESSEE'S IMMEDIATE FORFEITURE OF ANY DEPOSIT AND ANY ADDITIONAL CHARGES FOR DAMAGES INCURRED.

LESSEE'S INITIALS: _____

THE ABOVE CONDITIONS HAVE BEEN READ AND IT IS UNDERSTOOD THAT ANY VARIANCES FROM THESE CONDITIONS WILL BE THE RESPONSIBILITY OF THE LESSEE DESIGNATED BELOW.

LESSEE SIGNATURE: _____ DATE: _____

EMPLOYEE TAKING PAYMENT: _____

Lessee received Rules and Regulations and Clean-up Instructions Staff Initials _____

VISA OR M/C #: _____ EXP. DATE: _____

NAME AS IT APPEARS ON CARD: _____

GAHANNA GOLF COURSE CLUBHOUSE
220 Olde Ridenour Road
Gahanna, Ohio 43230
(614) 342-4250 Fax: (614) 342-4351 or 342-4100

RULES AND REGULATIONS

LESSEE IS RESPONSIBLE FOR PROPER USE AND CARE OF THE CLUBHOUSE AND FOR THE OBSERVATION OF ALL DEPARTMENT REGULATIONS, TO INCLUDE:

1. **GROUPS ARE NOT PERMITTED TO BRING IN ANY ALCOHOLIC BEVERAGES FOR THE PURPOSE OF CONSUMPTION;**
2. NO SMOKING IS ALLOWED IN THE BUILDING;
3. ADMISSION MAY BE CHARGED BY NON-PROFIT GROUPS ONLY;
4. DECORATIONS MAY BE **TAPED** TO FINISHED WOOD SURFACES ONLY-NO TACKS, STAPLES OR NAILS ANYWHERE IN THE CLUBHOUSE;
5. ALL FLAMMABLE MATERIALS MUST BE FIRE-PROOFED BEFORE USE IN THE CLUBHOUSE;
6. DOORS MAY NOT BE LOCKED;
7. THE CLUBHOUSE MUST BE CLEANED AND LEFT IN GOOD ORDER AFTER USE. PLEASE SEE REVERSE SIDE FOR PROPER CLEANING PROCEDURES;
8. ALL USER-OWNED EQUIPMENT/SUPPLIES MUST BE REMOVED FROM THE CLUBHOUSE AFTER ITS USE;
9. THE FOLLOWING OCCUPANCY LIMIT FOR THE CLUBHOUSE HAS BEEN ESTABLISHED BY THE MIFFLIN TOWNSHIP FIRE DEPARTMENT FOR **ALL** FUNCTIONS:
 - ARRANGED WITH TABLES AND CHAIRS – 100 PEOPLE
10. ENOUGH TABLES AND CHAIRS ARE PROVIDED TO SEAT 100.
11. ALL GROUPS MUST VACATE THE CLUBHOUSE BY 11:00PM UNLESS GRANTED SPECIAL WRITTEN PERMISSION FOR A LATER HOUR BY THE DIRECTOR OF PARKS AND RECREATION;
12. RESERVATION REQUESTS FOR SCHOOL GROUPS MUST BE APPROVED BY THE PRINCIPAL OR OTHER DESIGNATED SCHOOL AUTHORITY;
13. DEPARTMENT REPRESENTATIVES AND/OR CITY POLICE HAVE THE RIGHT TO ENTER THE PREMISES DURING PERIODS OF USE BY ALL GROUPS.
14. DEPOSIT CHECKS CAN BE PICKED UP AFTER 12:00 PM THE FIRST BUSINESS DAY AFTER THE RENTAL.

CHECKLIST FOR CLEANUP OF GOLF COURSE CLUBHOUSE

PLEASE LEAVE THE CLUBHOUSE IN THE SAME CONDITION AS YOU FOUND IT. FAILURE TO DO SO WILL RESULT IN DEDUCTIONS IN YOUR DEPOSIT FOR COSTS OF CLEANING, REPAIR, REPLACEMENT, OR RESTORATION. THE FOLLOWING ARE THE MINIMUM CLEANING REQUIREMENTS NEEDED FOR A COMPLETE REFUND OF YOUR DEPOSIT. **ALL CLEANING SUPPLIES ARE LOCATED IN THE CLOSET ACROSS THE HALL FROM THE WOMEN'S RESTROOM.**

- _____ REMOVE ALL STREAMERS, TAPE, DECORATIONS, ETC. FROM ALL TABLES, RAFTERS, WALLS, LIGHTS, ETC.

- _____ WIPE DOWN ALL TABLES USING CLEANER IF NECESSARY

- _____ FOLD ALL FOLDING TABLES AND STORE ALL TABLES ALONG THE WALL IN THE SOUTHEAST ROOM OF THE CLUBHOUSE

- _____ FOLD ALL FOLDING CHAIRS AND STORE ALL CHAIRS IN THE SOUTHEAST ROOM OF THE CLUBHOUSE

- _____ WIPE COUNTERS AND SINK IN KITCHEN USING CLEANERS AS NECESSARY

- _____ REMOVE FROM KITCHEN ANY FOOD, SUPPLIES, ETC. THAT YOU BROUGHT IN (INCLUDING YOUR ITEMS IN THE REFRIGERATOR)

- _____ SWEEP RESTROOM AND KITCHEN FLOORS

- _____ EMPTY ALL TRASH (INCLUDING RESTROOM CANS) AND LINE WITH NEW TRASH CAN LINERS

- _____ TAKE TRASH TO DUMPSTER IN THE LOWER PARKING AREA

- _____ TURN OFF LIGHTS AND CEILING FANS (EXCEPT PORCH AND OUTSIDE SECURITY LIGHTS)

POLICE: CALL 911 FIRE: CALL 911

*IF FOR SOME REASON YOU WOULD BE ACCIDENTALLY LOCKED OUT OF THE CLUBHOUSE, PLEASE CALL THE GAHANNA POLICE DEPARTMENT AT (614) 342-4240, AS THEY HAVE BEEN PROVIDED WITH A KEY TO THE CLUBHOUSE FOR SUCH EMERGENCIES.