



219 Chestnut Street Swanton, Ohio 43558
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www.villageofswantonohio.us

Facility Rental and Use Application and Agreement

Memorial Park Pavilion

Swanton Community Center

Event Date: _____ Time: _____ to _____

Purpose: _____

Contact Person: _____ E-mail: _____

Address: _____ Phone: _____

Village of Swanton Resident: YES NO

Frequently Asked Questions

Memorial Park Pavilion

There are (13) picnic tables
There are no appliances for use

Swanton Community Center

There are (10) 6-foot rectangle tables, (12) 60-inch round tables and 100 chairs
There is a coffee pot, sink, refrigerator, and a warming oven (no stove)

Hold Harmless Clause: I/We, the undersigned, do hereby agree to hold harmless, defend and indemnify Village of Swanton, its officials, employees and agents, in whole or part, with respect to any and all claims, and expense incurred for property damage, bodily injury, or wrongful death arising in connection with the use by such license of the facilities of said Village of Swanton. The undersigned fully understands that this release not only covers bodily injuries, but also covers a full release of all doctors and hospital bills. If required by the Village of Swanton, I/We shall obtain general/commercial liability insurance in a form and with a company acceptable to the Village. I/We agree to assume personal responsibility for proper use of the above named facilities.

By signing below, the applicant certifies that the information provided above is correct; he/she has read and understands the information contained on both sides of this application and agreement; and he/she agrees to conduct the requested activity in compliance with all State and local applicable codes, ordinances, laws and the conditions contained in this permit.

Use of Village facilities is subject to the following regulations:

Alcohol is not permitted.

No smoking permitted indoors and outdoors near building entrances.

The use of thumbtacks, nails, duct tape or crepe paper on any wall or ceiling is prohibited.

Tables and chairs must be taken down and returned to storage room at conclusion of event. (SCC)

Table and chairs are not to be dragged across floor. (SCC)

All garbage and waste must be collected and bagged. (SCC)
 All outside doors must be locked before leaving the property. (SCC)
 All rental fees must be paid in full fourteen (14) days before the event.

Rental fees are established by Village Council. Rental fees are subject to change. Village Council reserves the right to waive the fee on a case by case basis.
 Violation of any of the above provisions may result in the opportunity to rent the facility in the future.

 Signature of Applicant Date

Cash, Check, or Credit Card accepted; the Village cannot take credit card information over the phone. There is a 2% fee to use a credit card.

Memorial Pavilion (enclosed structure)		
	Weekdays Monday-Friday (Four Hour Time Limit)	Weekends Saturday & Sunday (Six Hour Time Limit)
Swanton Village Resident	\$50	\$75
Non-Resident User	\$60	\$85
Additional Hours	\$20 per additional hour over time limit	
Reservation Fee*	\$25	\$25

CLOSED: November- March
9:00 a.m. through 9:00 p.m. (April-October)
The outdoor Pavilion is first come, first serve and there is no charge.

Swanton Community Center		
	Weekdays Monday-Friday (Four Hour Time Limit)	Weekends Saturday & Sunday (Six Hour Time Limit)
Swanton Village Resident	\$100	\$150
Non-Resident User	\$125	\$175
Additional Hours	\$20 per additional hour over time limit	
Reservation Fee*	\$50	\$50

Swanton Community Center can be reserved M-W-F after 3:00 p.m., Tuesdays after 9:00 a.m., Thursdays between 1:30 p.m. - 5:30 p.m., Saturday and Sunday from 9:00 a.m. to midnight

* Reservation Fee is non-refundable and must be paid within seven (7) days of making the reservation. This amount will be used towards the total final payment. Reservations can be cancelled up to 15 days prior to the event without penalty of fee balance.

Final payment is due 14 days prior to scheduled event. If final payment is not received 14 days prior to the scheduled event, the reservation will be forfeited and the room will be made available to others.

 FOR OFFICE USE ONLY

Reservation made on: _____ Total fee to be paid: _____

Reservation fee paid: Amount: _____ Pay type: _____ Date: _____ Initials: _____

Balance paid: Amount: _____ Pay type: _____ Date: _____ Initials: _____