

**CITY OF NORWALK PARK & RECREATION**  
100 Republic Street Norwalk, Ohio 44857 (419) 663-6775

**RENTAL AGREEMENT**

**RENTAL INFORMATION**

Name and/or Name of Organization \_\_\_\_\_

Is organization non-profit?  Yes  No

Contact Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date of event: \_\_\_\_\_ Time: \_\_\_\_\_ - \_\_\_\_\_

Type of event: (wedding, shower, meeting, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

Room(s): \_\_\_\_\_

Number of people expected to attend: \_\_\_\_\_

Swim time: \_\_\_\_\_

**Note:**

- Pool use during after hour rentals may not exceed three hours & will not be scheduled past 2:00 AM
- Room capacity & all fire codes will be strictly enforced.

**CITY OF NORWALK, OHIO  
(A MUNICIPAL CORPORATION)**

Approved by: \_\_\_\_\_ / \_\_\_\_\_  
Norwalk Parks & Rec. Date

**FEES (check those applicable)**

**Clubhouse** **Include Shelter #2? \_\_\_\_\_**  
\$175. daily \$75. Non-profit

**Shelter Houses** **Circle**  
\$45. daily **Shelter #1** **Shelter #2**  
\$35. Non-profit **Shelter K/#5** **Shelter #3**  
**Jaycee Park** **Shelter #4**  
**Sofios** **Baines**

**Community Room**  
\$30/hour or \$120 daily  
Non-profit \$25/hour or \$100 daily

**All rentals below must be pre-approved by Full-Time Staff.**

**Natatorium (after hours)**  
\$100/hour (50-100); \$125/hour (100+)

**Gym Rental (after hours)**  
\$75/hour (50-100); \$100/hour (100+)

**Gym/Barnes Court Rental (during operating hours)**  
\$40 per volleyball court per hour *\*Discounts may be available.*  
\$500 (upon availability for duration of 5-8 hrs)  
(\$100 due at booking)

**Complex Rental (after hours- max 4 hrs)**  
\$150/hr(50-100); \$200/hr (100+); \$300/hr (200+)  
(\$100 due at booking)

**Lock-ins (overnight)**  
\$10.00 per head (min of 50)  
(\$100 due at booking)

**Perkins Family Gym**  
\$40 per court per hour; \$150 Daily (5-10hrs)  
*\*Discounts may be available.*

**Outdoor Pool (see flier for pricing)**  
\$100 (due at booking - non refundable)  
\$\_\_\_\_\_ Balance Due  
 Notified of policies at bottom of flier.

**PAYMENT RECORDS:**

DATE: \_\_\_\_\_ AMT: \_\_\_\_\_ R: \_\_\_\_\_

DATE: \_\_\_\_\_ AMT: \_\_\_\_\_ R: \_\_\_\_\_

**CANCELLATION POLICY**

Requests for credits or date/location transfers will be honored at no penalty. Refund requests within 60 days of the rental will incur a cancellation fee as follows:  
**Clubhouse: \$25; Shelter: \$10; Meeting Room: \$5/hour**

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**RENTAL AGREEMENT**

**RENTAL POLICY**

1. Park & Recreation facilities (clubhouse, shelter houses, community room, natatorium, gymnasium, aquatic center, recreation complex, Monroe Street Center) are maintained by the City of Norwalk for recreation purposes, only, and are not available for general congregation.
2. Priority use and rental of facilities shall be given to Park & Recreation Department sponsored programs and programs of established sponsors of the Park & Recreation Department.
3. The purpose for which rental of facilities is sought together with the identity of all sponsors of the event must be disclosed at time the rental application is submitted. The Park & Recreation Department, in its discretion, may deny or cancel rental of facilities where the purpose or sponsor interferes or conflicts with the overall goals and purposes of the Park & Recreation Department or any existing sponsor.
4. The renter shall hold the City of Norwalk harmless and indemnify it against form any and all claims that might arise out of the rental of the facilities and the renter's use thereof and from any claims arising from any person using the facilities by reason of this rental.
5. The Park & Recreation Department retains the right to deny or cancel any rental if the Department determines that the proposed activity or use of the facility will interfere with or detract from the use or enjoyment of other portions of the park or recreation facilities.
6. The Park & Recreation Department retains the right to deny or cancel any rental if the Department determines that the proposed activity or use of the facility will include or incite violence, crime, unlawful activity or disorderly conduct, or will result in extraordinary or burdensome expense to the City.
7. The Park & Recreation Department retains the right to deny or cancel any rental if the Department determines that false or misleading information has been given in relation to the rental or the application.
8. The Park & Recreation Department reserves the right to assign or reassign, at its sole discretion, the location of any rental to another location of appropriate size to accommodate the proposed usage.
9. All activities shall conform to federal, state and local laws and ordinances

**RELEASE & HOLD HARMLESS AGREEMENT**

The renter hereto further agrees that it will hold the City of Norwalk harmless from any claims that might arise out of the operations and use of said building. The renter further agrees to indemnify the City of Norwalk from any claims, causes of action, or costs that might be incurred by the City of Norwalk in defending any claims or causes(s) of action arising from the renters use of said facility. The City of Norwalk shall have the right to enter upon the leased premises at all reasonable hours for purpose of inspecting.

\_\_\_\_\_  
(Renter Signature)

**GENERAL RULES**

- There is no smoking or alcohol allowed.
- Nothing shall be attached to the ceiling, walls, doors, sprinkler system, shelter posts, etc.
- Security lights are never to be removed.
- Emergency exits are to be kept clear at all times.
- Set-up is not allowed until the time of rental.
- No children under the age of 17 are to be left unsupervised in the Community Center.
- Designated storage areas are for City of Norwalk programs only. The City of Norwalk will NOT store any items nor will the City of Norwalk be responsible for any items left behind.
- All candles must have glass protection.
- Caterer's actions are the licensee's responsibility and will not be allowed in earlier than rental time.
- **Any advertisements made for your event must include a disclaimer stating that the City of Norwalk & the Norwalk Parks & Recreation department does not endorse the event.**
- **A severe fine will be charged to any renter that does not leave the rented area the way that they found it.**