



Ashland County Park District

1301 Park Street, Ashland, OH 44805

419-289-3524

www.ashlandcountyparks.com

Park Commissioners: Robert DeSanto • Tom Kruse • Shane Kremser

FREER COMMUNITY ROOM

1301 Park Street, Ashland, Ohio 44805

THIS AGREEMENT (the "Agreement"), made as of this [redacted] day of [redacted], 20[redacted], is by and between the **ASHLAND COUNTY PARK DISTRICT** (the Provider, "The Park District") and [redacted] (the "User", and collectively, the "Parties").

WHEREAS, User wishes to use Owner's space located at **1301 Park Street, Ashland, OH 44805** for [redacted] ("the Event") (describe event)

In consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

- Space Use.** The Park District hereby grants to User a limited revocable license ("the License") to reserve Ashland County Park District Community Room ("the Space"). The License permits the User to use the Space only on the Event Date, during the hours specified below, and only for the purposes set forth in the Agreement. The User and the public may use other areas of the building at the same time including the lobby, restrooms, pavilion, and outdoor space. The User agrees to be financially responsible for any damage to the Space caused by the User or guests.
- Event Date(s).** The event shall be held on [redacted] 20[redacted]. (the "Event Date"), between the hours of [redacted] and [redacted]. **In the case of wedding ceremonies, etc., rehearsal time/space should be confirmed at the time of Agreement as it does not automatically include the Event fee.**
- Fees.** The User shall pay to The Park District a total fee of \$200.00 (the "User Fee") for the use of the space. There shall be a reservation **deposit** of \$ 50.00 (the "Deposit"), which must be paid to the Park District upon the execution of this Agreement. The Park District shall have no obligation under this Agreement until the Deposit is paid in full. The **balance** of \$150 is due in full seven (7) days prior to the event by _____, 20____ (the "Payment Due Date"). If a User fails to pay the full User Fee by the Payment Due Date, the Park District shall have the right to revoke the License and to keep the full amount of the Deposit.
- Cancellations.** If the User cancels the reservation for the Event 30 days before the Event Date, the Park District shall refund the User Fee to the User. If a User cancels the reservation for the Event within 29 days of the Event, The Park District shall be entitled to retain the entire User Fee. Call the park district office at 419-289-3524 or email parks@ashlandcounty.org to cancel your reservation.

5. **Compliance with Laws.** Users shall not use the Space in any manner that would violate local, state, federal, or park district laws or regulations. User hereby indemnifies and shall hold harmless The Park District, its employee, officers, directors, volunteers, or other agents for any damages, penalties, fines, suits, actions, or other costs (including reasonable attorneys' fees) arising out of or in connection with the User's use or user's guests use, of the property or violation of any local, state, federal, or park law, rule, regulation, or ordinance related to User's event.
6. **Rules and Regulations.** The User shall abide by all the attached rules, regulations, and instructions.
7. **Entire Agreement.** This Agreement constitutes the entire agreement between User and The Park District and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understanding or other agreements, whether oral or written, relating to the subject matter of this Agreement.

IN WITNESS THEREOF, the parties have caused this Agreement to be executed the day and year first above written.

USER or Responsible Party

Signature

Print Name

Address: _____

Phone: _____ Email address: _____

Park Representatives Signature

ACPD Community Room at Freer Field

Pay to:

Ashland County Park District

1301 Park Street

Ashland, Ohio, 44805

To resolve an immediate issue (non-emergency), you may contact Park Maintenance:
John Featheringill at 567-227-0431

Rules and Regulations

Alcohol: No person shall bring any intoxicating liquor or alcoholic beverages on park district property.

Key Access and Return: Keys for the Freer Community Room will be kept in a numbered lock box in the facility lobby. The ACPD Office Manager will call or email you with a code to access the lock box for the key/fob a day before your event. The building will NOT be unlocked for you. You may only enter the facility on your scheduled date and times. Assigned Key/Fob must be returned to the lobby drop box at the conclusion of your event. User may be charged if Key/Fob is not returned.

Decorations: No tacks, tape, nails, or staples are to be used to secure decorations. Stand-alone decorations are recommended. No glitter or confetti allowed at this facility. All signs and decorations must be removed before departure. The Park District will not provide decorations for the Event. All decorations provided by User must be fireproof and meet fire prevention regulations. Combustible materials, candles, smoke, or fog machines are not allowed in Space. The user will be liable for any damage caused by the placement of decorations

Trash: Place bagged trash inside of the large trash can located behind the building. Do not put any loose trash inside of the trash cans.

Vehicles: You are NOT permitted to drive your vehicle to the building. Vehicles of all types are restricted to the parking lot. Vehicles are not permitted on nature/hiking trails.

Smoking: The Space is a Smoke Free Environment. No smoking is allowed or within 20 feet of the Space.

Tables and chairs: All park district tables and chairs must remain inside of the building.

Sale, marketing of goods, gaming: We permit the sale or marketing of goods or services by private, corporate, or for-profit entities. However, said groups are independent of the Ashland County Park District and the Park District Groups are solely responsible to pay all taxes due in relation to the sale of their items on park property. Illegal gaming or wagering of any sort is strictly prohibited.

Entertainment/Music: All entertainment, including music, must not be heard from outside of the building. The user is responsible for ensuring that Music Vendor is aware of the music restriction. Music Vendor must provide any necessary extension cords and cables, and all extension cords and cables must be secured/taped down so to not pose a hazard. Noise disturbing neighboring property is not permitted. All Parties must be vacated by 10:00 pm.

Controlled Substances: The Space is a drug-free environment. Controlled substances (other than prescription medications) are prohibited. User is responsible to inform their guests of this regulation. Any guest(s) found to be in possession of a controlled substance will result in the immediate termination of the Event and forfeiture of all rental fees and security deposits.

Right for Entry: The Park District shall have the right to enter the Space at any time during the Event, for any reasonable cause, including any emergency that may threaten damage to The Park District's



Lock box & Community Room Access

- 1. Keys for The Freer Community Room facility will be kept in a numbered lock box in the facility lobby. The Office Manager will call or email you with a code to access the key.**

Event Day, to unlock:

- a) In the Freer lobby, locate the lock box assigned to your event and enter the code given to you by the ACPD.**
- b) Open the lock box to retrieve your key. Close the lock box.**
- c) Use the key to unlock the community room doors.**

- 2. Conclusion of event:**

Please read the cleaning/procedure list located in the community room. Once everyone is out of the Community Room and you are ready to leave:

- a) Make sure the Community Room is cleaned according to posted guidelines. Make sure rear doors are closed if they are used. Use the key to lock the two front doors to the community room.**
- b) Place the key in the key drop box.**