



# CITY OF ENGLEWOOD

333 W National Road, Englewood, Ohio 45322

937.836.5106 | [www.inglewood.oh.us](http://www.inglewood.oh.us)

## **Application for Use of the Englewood Government Center Meeting Rooms**

Application for use of the building must be made at least 2 days in advance of the date requested; payment must be made within 2 days of the date of rental and made payable to the City of Englewood. All City events will take priority, and reservations may be changed or cancelled to accommodate.

**Date Requested:** \_\_\_\_\_ **Hours:** \_\_\_\_\_ **to** \_\_\_\_\_ **Total Hours:** \_\_\_\_\_

**Estimated Number in Attendance:** \_\_\_\_\_

**Description of Activity:** \_\_\_\_\_

**Is this event re-occurring?** Y/N ☐ Weekly ☐ Monthly

### **Preferred Room Assignment**

**North Wing** ☐ A ☐ B ☐ C

☐ **Council Chambers**  
(Free Weekdays)

☐ **Basement**  
(Free Weekdays)

☐ **Englewood Non-Profit** ☐ **Other Non-Profit** ☐ **Event/Private Party**

**Number of Tables** \_\_\_\_\_ **Chairs** \_\_\_\_\_

**Will you have drinks and food at your event?** ☐ Yes ☐ No

**Does your event require the use of the multi-media equipment?** ☐ Yes ☐ No

### **Contact Information**

**Name of Organization:** \_\_\_\_\_

**Name of Responsible Person:** \_\_\_\_\_

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

**Cell Phone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

*I have read and understand the attached public use policies and on behalf of the group listed, I accept full responsibility for compliance with these policies.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Rental Fee Statement for Government Center

- **\$20 deposit** is due at the time of the rental application and is required in order to hold the reservation date
  - If the room rental is free no deposit is required
  - **This deposit is non-refundable**
  - Payment can be made online or at the Government Center
  - All checks for payment should be made payable to the **City of Englewood**
- Failure to pay the deposit or rental fees in the specified time may result in loss of use of the building for the date requested
- Any part of an hour is considered an extra hour
- Final balance is due within 2 days of the rental of the rooms
- No alcoholic beverages can be served at any time
- The responsible person is liable for any damage to the facility or equipment during the event
- All tables and chairs are returned to original layout
- Trash must be collected and placed in trash receptacles
- Room assignments are decided by staff according to the needs and availability.
- Free Public WIFI (COE-PUBLIC) available if terms are agreed to.

	<b><u>WEEKDAYS and EVENINGS</u></b> <b>Monday to Thursday 8am to 9pm</b> <b>Friday 8am to 5pm</b>	
	<b>First 2 Hours</b>	<b>Additional Hours</b>
<b><u>Englewood Non-Profit</u></b> <ul style="list-style-type: none"> <li>• Englewood public service organizations</li> </ul>	No Charge	No Charge
<b><u>All Other Non-Profit</u></b> <ul style="list-style-type: none"> <li>• Non-profit groups not affiliated with Englewood</li> </ul>	\$20	\$10 per hour
<b><u>Events/and Private Parties</u></b> <ul style="list-style-type: none"> <li>• All other groups</li> <li>• Private parties</li> <li>• Profit-making groups and individuals</li> </ul>	\$100	\$30 per hour

## Room Rules and Amenities

	<b>North Wing A</b>	<b>North Wing B</b>	<b>North Wing C</b>	<b>Council Chambers</b>	<b>EGC Basement</b>
Capacity	30	25	113	200	211
Kitchenette	No	Sink/ Countertop	Yes	No	No
Projector/TV	Yes	Yes	Yes	Yes	Yes
Sound System	No	No	Yes	Yes	No
Tables	4	4	24	2	25
Chairs	20	20	60	60	50
Food and Drinks	Yes	Yes	Yes	Only Water	Yes
Cost	See Fee Schedule	See Fee Schedule	See Fee Schedule	No Cost	No Cost
Paint/Glitter/Confetti	No	No	No	No	Yes

## Release of Liability

By signing the application for the use of the facilities, the applicant agrees to release the City of Englewood, its agents, and employees from any liability, including injury, death, or property damage related to the use of the facilities. The applicant also agrees to comply with all applicable rules and regulations.

This agreement contains the entire understanding between the parties and supersedes any previous agreements.