

# Facility Rental Application

Depot ( ) Gazebo ( ) VMP Shelter ( ) Kercher Park Shelter ( )

Organization Name: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Complete Address: (Street, City, State & Zip) \_\_\_\_\_

Type of Function: \_\_\_\_\_

Date of Function: \_\_\_\_\_ Time of Function: (include set up/tear down): \_\_\_\_\_ to \_\_\_\_\_

Estimated number of people in attendance: \_\_\_\_\_

I, \_\_\_\_\_ have read, received and understand the rental procedures, rules and regulations attached to this application governing the use of the Depot, Gazebo and/or Shelter building(s) and agree to abide by same. I further understand that I may be charged and additional charges may occur if any damage is done. All of the deposit may be retained in the event of damage or loss to Municipal property and that this forfeiture in no way limits liability of the application to the extent of damages. The deposit shall be returned to the below signed application after an inspection is made of the facility indicating the facility was cleaned, left in an orderly fashion and no damage occurred. The Municipality of Germantown does not assume liability for injuries or loss of personal property to any group or individual arising out of the use of the facility. Use of the facility in no way constitutes Municipal endorsement, agreement or support of any group, program or activity.

**\*\*If renting the Depot, applicant must pick up keys no later than 4:00 p.m. the last business day before date of rental. You may only access the Depot on your rental date & time and not before your scheduled reservation.**

Please call Service Department 937.660.0579 or Police Department Dispatch 937.855.6567 with any issues.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE ONLY

Fee \_\_\_\_\_ Date Paid \_\_\_\_\_ ( ) Cash ( ) Check # \_\_\_\_\_ ( ) CC

Signature of Staff: \_\_\_\_\_

Copy to Service Department ( )