



**CITY OF HILLIARD RECREATION AND PARKS DEPARTMENT  
FACILITY REQUEST PERMIT**

**3800 Veterans Memorial Drive, Hilliard, Ohio 43026 (614) 876-5200  
Hilliard Community Center and Phyllis A. Ernst Senior Center**

It is the policy of the Hilliard Recreation and Parks Department to lease community facilities and park grounds for public purposes and in conformity with our tax-exempt status. Entities leasing our facilities are not permitted to charge an admission or registration fee or to host events that raise funds for other than non-profit organizations. Examples of prohibited events include political fundraisers, selling merchandise or charging for services at the event. Examples of permitted events include birthday parties, baby showers, book clubs, anniversary celebrations, meetings, and having a fundraiser for a non-profit organization that has obtained 501(c)(3) status from the IRS. These lists are not exhaustive. If in doubt as to whether your rental is permissible, please confer with recreational staff prior to submitting your request.

This Facility Request Permit must be completed in its entirety and submitted to the Department's Facilities Coordinator. Space is not reserved until the rental fee is paid and you receive a copy of this form signed by the Recreation and Parks Department.

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Space/facility requesting to be rented: \_\_\_\_\_

Organization sponsoring event: \_\_\_\_\_

Are you charging an entrance or registration fee?  Yes  No

Purpose of event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Contact name for organization: \_\_\_\_\_

Contact Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

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

Contact E-Mail: \_\_\_\_\_

Rental Fee Required: \_\_\_\_\_

Full payment is due at the time of booking in order to reserve the space requested. In the event of cancellation, the rental fee will be refunded, less a \$10 processing fee.

- Refunds are not provided for cancellations of shelters due to inclement weather, however, an alternate date will be offered based on availability.

By signing this agreement, you (and your organization) agree to be bound by the following rental rules and regulations:

1. Renter assumes and accepts full responsibility for claims and liability as a result of renting the facility and hosting the event. Renter is responsible for any damage or replacement of City property, which is damaged, destroyed or removed as a result of the event.
2. Renter must check in with the front desk staff upon arrival to the building.
3. Alcoholic beverages are strictly prohibited on City property. Smoking is not permitted inside City buildings.
4. The space rented is for the time noted above. Events lasting longer than the allotted time will be charged at one-and a half times the hourly rate then in effect for space rental.
5. City staff will arrange the rented space in the manner shown on the diagram provided by the Renter (except park shelters, which are the responsibility of the renter) if arrangements have been made in advance for set-up and tear-down. Set-up instructions and a diagram must be provided to the City at least seven (7) days prior to the rental date.
6. Renter is responsible for cleaning-up the area rented (including the bagging of all trash and removing decorations and signs). Renter is responsible for leaving the rented space in the same condition as it existed upon arrival.
7. For shelter rentals:
  - a. Tables are provided but may be moved by users of the park.
  - b. No reserved parking. During summer months, after 11:00 a.m., parking may be limited around your shelter.
  - c. No parking on the grass!
8. All equipment at the facility belongs to the Department. Arrangements must be made in advance for the use of any equipment. Do not assume that you have permission or authority to use equipment that is not requested in advance.
9. Staff on duty has the authority to request that anyone leave the premises who are behaving in a manner that is disruptive, damaging, or for conduct that is likely to damage or harm the facility, its contents or another person.
10. Chaperones, police protection or private security shall be provided, at the expense of the renter, if deemed necessary by the Director of Recreation and Parks. One adult chaperone is required in the room for every ten minors congregating.
11. No live entertainment shall take place without the prior written approval of the Director of Recreation and Parks.
12. No money or tickets may be exchanged or collected on the premises unless a non-profit fundraising event where the non-profit group must provide proof of 501(c)3 documentation for permit approval.
13. Decorations:
  - a. Existing nails that are exposed may be used to hang decorations, however, any hanging artwork/pictures may not be removed from the wall.
  - b. Nothing shall be attached to the floor, walls, woodwork, fixtures, furnishings, painted surfaces and windows (no stapling, nailing, tacks, taping).

- c. Decorations, displays or exhibits which require an open flame are not permitted, including candles.
  - d. Throwing rice, popcorn or confetti is prohibited.
  - e. Glitter and canned-string products are prohibited.
  - f. Water balloons are prohibited.
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I verify that I have read the above rules and regulations and that I understand and will abide by them. I agree to hold myself responsible for the supervision and hosting of the above named event/activity, and for the conduct of all persons present at the event/activity. I agree to be responsible, and to hold the City harmless thereon, from and for any damage or loss which may result to City property and for all charges that may be assessed for repair and/or replacement of property. I agree to abide by all policies, rules and regulations adopted by the Recreation and Parks Department. I agree to indemnify, defend and hold harmless the City, and all of its elected officials, officers, employees, agents and volunteers, from all claims, suits, actions and expenses (including reasonable attorney fees) that arise from use of the Facility, including death, injuries, or damages to persons or property, received or sustained.

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

City's Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## **Internal Guidelines for Facility Rentals.**

To determine if a rental request conforms to City guidelines, ask yourself the following questions:

1. Is the host charging a fee of any kind to attend the event (including accepting donations)?

Yes

Is the host tax-exempt by having received that status by the IRS 501(c)(3)?

Yes, then the host can have its event at the Facility.

No, then the host cannot have its event at the Facility.

No – the host can have its event at the Facility.

2. Can someone have a political meeting at the Facility?

Is the host charging a fee to attend the meeting or accepting contributions or donations at the meeting?

Yes, then this is a political fundraiser and the host cannot rent the facility for this event.

No, then the host can have a political meeting at the Facility.

3. An organization wants to hold a spaghetti dinner to thank all of its volunteers for their service.

Is the host charging a fee or accepting donations to attend this event?

Yes, then inquire if they have received 501(c)(3) tax exempt status from the IRS?

If yes, then the organization can have its dinner at the Facility.

If no, then the organization cannot have its dinner at the Facility because it is not tax exempt and is charging a fee or accepting donations.

No, if no fee is charged then the organization can have its dinner at the Facility, even though it is not recognized as a 501(c)(3) tax exempt organization by the IRS.