

**CITY OF COLUMBUS
REQUEST FOR USE OF COMMUNITY CENTER**

Name of Organization: _____

Is this a Non-Profit or For-Profit Organization/Event/Function

Person Responsible

Address & Phone Numbers of Person Responsible

Premises to be used (Community Center/Kitchen)

Intended Use

Equipment or other set up needed (specify)

Date(s) of Event _____

Time(s) of Event _____

Set up Date _____

Set up Time _____

Removal Date _____

Removal Time _____

- Daily fee of \$100.00. No discount for use of only one partial day.
- If there are no previously scheduled events taking place on the day before, one-half day to set up for the event is included.
- If there are no previously scheduled events taking place on the day after, one-half day for removal and cleanup after the event is included.

- If there is a previously scheduled event the day before or the day after the requested rental days, the renter would have to adjust their own schedule of moving in or out to allow for those days. There would be no daily discount for having to set up and remove the same day as business was transacted due to scheduling conflicts of the day before or after one's requested days of use.
- The renter is expected to clean the main community center floor and the kitchen floor (if used). Users must clean up after their event.

FEES:

\$100.00 per day

DEPOSIT:

A check in the amount of \$500.00 is required to be held by the City of Columbus for cleaning/damage deposit. The check will be returned to the grantor upon verification of satisfactory cleaning and verification of no damage to City property.

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INDEMNIFICATION AGREEMENT**

I understand that I, the undersigned, or the group or organization that I represent will be responsible for any costs incurred by the City of Columbus as a result of any damage to the building or property.

_____ agrees to defend, indemnify, and hold harmless the City of Columbus, its officers, agents, and employees from any and all claims, demands, suits, actions, losses, costs or expenses, including attorney's fees arising in whole or part out of the negligent acts, errors, or omissions, of the _____ its agents or invitees.

Signature

Date