

# Park Facility Rental Application

## Fountain Park Dining Hall Rental Application

You may also reserve online at <https://www.piquaoh.gov/facilities/facility/details/fountainparkdininghall-4>.

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

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Reservation Date(s): \_\_\_\_\_ *\*Available May through October\**

**THE CITY OF PIQUA RESERVES THE RIGHT TO DENY USE OF CITY FACILITIES TO INDIVIDUALS OR GROUPS WHO FAIL TO COMPLY WITH THE RULES AND REGULATIONS SET FORTH HEREIN.**

**It is understood that the individual, group, and/or organization using the designated facility will comply with the laws of the State of Ohio, as well as all rules and regulations of the City of Piqua and:**

- ☐ Will be responsible for all persons in the group or organization using the facility.
- ☐ Assumes liability for any damage done to the facility during contracted hours.
- ☐ Will park **ONLY** in designated areas.
- ☐ All litter and debris must be placed in trash cans provided. Set cans next to entrance inside of the facility. The facility must be left clean and damage-free.
- ☐ Alcohol is not permitted.
- ☐ Follow all City of Piqua rental policies and regulations, including payment of rental fees.

I have read and understand the above policies and regulations and agree to comply with the same. For and in consideration of the permission to use the above described facility, I, the undersigned, acquit, discharge, and covenant to hold harmless the City of Piqua, its officers, employees, servants, and agents of and from any and all actions, causes of action, claims, demands, damages, costs, loss of services, expenses and compensation, on or account of, or in any way growing out of, any and all personal injury or property damage which may result to group/organization members as a result of participation in the aforementioned activity at the above described facility.

\_\_\_\_\_  
*Signature of Person Responsible*

\_\_\_\_\_  
*Date*

**Office Use Only**



**PARK FACILITY RENTAL POLICIES & REGULATIONS**

**PARK HOURS:** The Fountain Park Dining Hall is available for rent between the hours of 10 AM through 8 PM. Premises must be cleaned and vacated by 9 PM.

**RENTAL FEES:** The rental fee must be *paid in full* to reserve this facility. We accept credit cards, checks, money orders and cash for payment. Make checks payable to City of Piqua.

Rental Day	Piqua City Resident	Non-City Resident
Monday - Thursday	\$100	\$125
Friday - Sunday (& Holidays)	\$125	\$150

**AMENITIES:** This facility has a kitchen sink and refrigerator, 16 rectangular tables (8 ft. long) and 63 folding chairs.

**CANCELLATIONS:** If a cancellation is made *at least 2 weeks prior* to the scheduled date, the reservation fee will be returned. If a cancellation is not made a full 2 weeks in advance of the scheduled date, the entire reservation fee will be forfeited.

**KEYS:** The person in charge will be issued a keycard to the facility. The keycard must be picked up during normal business hours at the Administration Office on the 2nd floor of the Municipal Govt. Complex located at 201 W. Water Street, Piqua. The office is open Monday through Friday from 8 am to 4 pm. *The keycard must be returned the next business day after the rental date to the same office or in the Utility Drop Box located on the west end of the building.*

**DECORATING:** Any decorations must be removed immediately following the event. *Nails, tacks, staples, screws, lighted candles, glitter, confetti, sand, rice and fireworks are not permitted.*

**CLEAN UP & DAMAGE POLICY:** The renter is responsible for cleaning all areas of the facility that are utilized, including wiping off tables, sweeping, taking care of spills, placing garbage and recyclables in appropriate bins, and removing all decorations, personal items, etc. *Place all trash in cans provided and set next to the Entrance inside the facility.* The facility is expected to be left in the same condition as the renter found it. It is the renter’s responsibility to inspect the area upon arrival and to immediately report any problems. The renter will be held responsible and billed for clean-up, losses, or damages. The City of Piqua is not responsible for any equipment or other items left in the facility. Removal of City property from the facility is prohibited.

**SALES:** No person shall vend, sell or offer for sale any food, beverage or other commodity or article to the public without authorization from the City. Individuals or groups obtaining such authorization are responsible for obtaining all necessary permits/licenses for their function.

**Contact Melissa Kinney with questions via email [mkinney@piquaoh.gov](mailto:mkinney@piquaoh.gov) or phone 937.778.2055. For after-hours assistance, call Parks Manager Chris Boeke at 937.606.0690.**