MASON COMMUNITY CENTER
FACILITY RENTAL REQUEST FORM

RENTER INFORMATION

Name (First, Middle Initial, Last) | Phone | Email

Street Address | City | State | Zip Code

Organization Name (if applicable)

RENTAL REQUEST INFORMATION

Event Name:

Description:

Date(s) and Time(s):

Event Date:

Expected Attendance:

Start Time:

End Time:

Will you bring your own food and drink? Yes ☐ No ☑

Area(s) Requested (Please check all that apply)**:**

Mason Municipal Aquatic Center

- ☑ Community Room (capacity 40 people)

Mason Community Center

- ☑ Activity Room (capacity 30 people)
- ☐ Meeting Room (capacity 30 people)
- ☐ Senior Center with Kitchenette (capacity 65 people)

Statement of Understanding

I understand that this form is a request for a rental and that the rental deposit and the completion of this form do not guarantee my rental of the requested facility. I have read and fully comprehend the facility and rental policies contained within the Mason Community Center Facility Rentals brochure. Requests are subject to approval based on facility and staff availability as well as appropriate and compatible facility use.

Signature

Date

Please return this form to the Mason Community Center or email the form to **rentals@masonoh.org**.

CITY OF MASON OHIO
more than you imagine.

RELEASE, INDEMNITY, AND INSURANCE REQUIREMENTS AGREEMENT

The _____ (Name of Organization) shall indemnify, hold harmless and defend the City of Mason (OH), their elected and appointed officials, all employees, agents, all boards, commissions, and all volunteers against any and all liability, loss, costs, damages, expenses, claims or actions, including any attorney fees which the City of Mason, its elected and appointed officials, employees, agents, all boards, commissions, and volunteers may incur or be required to pay, arising out of or by any act or omission on the part of the Organization, its employees, representatives, agents, and volunteers, while occupying any City of Mason facility/property during any time members of the organization are utilizing said property/facility.

The Release and Indemnity Agreement is given into consideration of the use of certain facilities owned by the City of Mason and shall include all expenses incurred by the City of Mason as a result of any such liability claims, actions, demands, and/or judgments, etc., including but not limited to the attorney's fees and any costs associated herewith.

_____
Representative's Name (Please Print)

_____ _____
Representative's Signature Date