



## City of Willard

631 Myrtle Avenue • PO Box 367 • Willard, OH 44890  
419-933-2581

# DEPOT RENTAL FORM

Depot Physical Address: 520 City Park Drive, Willard, OH 44890

RENTER INFORMATION (Must be at least 21 years of age)		
Name:	Organization:	
Address:		
City:	State:	Zip Code:
Phone #:	Email:	

RENTAL INFORMATION	
Date of Event:	Estimated Attendance:
Day of the Week:	Sun Mon Tues Wed Thu Fri Sat
*Start Time:	AM/PM *End Time: AM/PM
Fee Structure: <input type="checkbox"/> \$50 per hour. Number of hours _____. Hourly Rental Total: _____ <input type="checkbox"/> \$150 for 4 hours <input type="checkbox"/> \$225 All Day (8 am to midnight) <input type="checkbox"/> \$3.00 Daily Pool Admission x _____. Pool Admission Total: _____ <input type="checkbox"/> \$30 Pool Punch Card – Good for 10 Punches (can be used by multiple guests) <input type="checkbox"/> \$15 Electronic Sign Message during your rental. Please fill-out sign message form. <p style="text-align: center;"><b>Total Rental Fee: _____</b></p>	
Public service and non-profit groups may be exempt from paying full fee, provided the depot has not been reserved and with approval of the City Manager or his/her designee.	

**Makes checks payable to:**

City of Willard  
Attn: Depot Rental  
P.O. Box 367  
Willard, OH 44890

Please review policy and sign user agreement on back of form

OFFICE USE ONLY	
<input type="checkbox"/> Paid	( ) Check # _____ ( ) Cash ( ) Money Order # _____
<input type="checkbox"/> Policies signed	
<input type="checkbox"/> Notes	
_____ _____	
City Clerk: _____	Date Paid: _____

## Willard Depot User Agreement

### Reservation Policy

- The Depot is available for use by individuals, families, organizations, businesses, and governmental agencies for reunions, graduation, special events, and other get-togethers on a first come, first serve basis.
  - Total amount due must be paid within two weeks of making the reservation.
  - If there is not two weeks between the booking time and your requested reservation, payment is due immediately.
    - If for any reason you decide to cancel your reservation before you remit payment, please notify us at (419) 935-2581.
    - If payment has not been received and another party inquiries about your reservation time, you will be notified by phone in which you will have 48 hours to make the payment in order to hold your reservation.
- **ALL FEES MUST BE PAID IN ADVANCE – NO REFUNDS**
- ALCOHOLIC BEVERAGES ARE PROHIBITED IN THE DEPOT BUILDING OR ON CITY PARK PROPERTY.
- Fire Code prohibits no more than 117 people in the building at any given time.
- DO NOT TAPE ANY DECORATIONS TO PICTURES OR ARTIFACTS ON THE DEPOT WALLS.
- The fireplace is electric and can be operated by using the buttons on the face of the fireplace (inside a small cover).
- You must have permission from the Recreation Department before bringing any tables and chairs into the Depot.
- All snow removal on walks in front of the Depot is the responsibility of the group renting the building. A snow shovel and salt are located in the men’s restroom.
- The City of Willard reserves the right to refuse the use of the depot for any event deemed a potential hazard to the depot building or any event deemed not in the best interest of the City of Willard or the general public.

### Entry to Depot

- Keys to open and close the depot must be picked up at the police station (631 S. Myrtle Ave.) Your driver’s license will be used as a deposit. You must relock the depot after use and return keys to police station.
- Set up and decorating for all day rentals is after 8 a.m.

### Cleaning Requirements

- Users are required to clean the depot after use. Failure to properly clean may result in a \$50 cleaning fee in addition to the loss of future renting privileges.
  - User should wipe down tables/counters, place chairs back on the tables, sweep floor, and take trash to dumpster located on west side of building: clean microwave/stove/refrigerator if used, and mop the floor, if needed.
  - User should bring paper towels, cleaning spray, extra 55-gallon trash bags (supplied with 2), dish soap and dish towels for dishes, and any other cleaning supplies deemed necessary.
  - For your convenience there is a broom, dustpan, dust mop, and mop located in the men’s restroom. Under the kitchen sink you will find floor cleaner if mopping is necessary (2oz per gallon).

### Other Information

- If a problem arises during your event, please contact the Park and Rec Department at 419-935-1654 Mon-Fri until 4pm. After 4pm, on weekends, or if you cannot reach the Park and Rec Department, please contact the Willard Police Department on their non-emergency phone at 419-933-2561.
- If the pool is open - daily pool admission passes may be purchased at a discounted rate for the day of your reservation only. These passes must be purchased at the same time that payment is collected for rental. If the pool does not open due to poor weather conditions, you will be given a rain pass for another date. Please contact the Recreation Department (419-935-1654) to redeem these rain passes. Unfortunately, No REFUNDS WILL BE GIVEN FOR THESE DISCOUNTED PASSES.
- For your enjoyment a “fun box” consisting of ping-pong supplies and corn hole bags are located on top of the refrigerator. Please make sure that these items are returned after use, so the next party may also enjoy them.

### Indemnification

The applicant shall indemnify and hold harmless the City of Willard, its agents, officials, and employees from and against any and all injuries, losses claims, suits, costs and expenses, including attorney’s fees and court costs, which may accrue against the City, including damage and destruction to the City property, as a consequence, either directly or indirectly, of the City granting the applicant the use the Willard Depot.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*Thank you for renting the Willard Depot. You may contact the Willard Recreation Department at 419-935-1654 or [kwilliams@willardohio.gov](mailto:kwilliams@willardohio.gov) or any future suggestions or concerns. We hope that your event is a success!*