



**City of Delaware in Partnership with the YMCA of Central Ohio**  
**Recreation Services Located at Delaware YMCA**  
 1121 S. Houk Rd.  
 Delaware, OH 43015  
 (740) 203-3051



## Facility Use Request

*\*All rentals are subject to final staff approval\**

Organization (If Applicable) \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address: \_\_\_\_\_

Day phone \_\_\_\_\_ Night phone \_\_\_\_\_ Fax number \_\_\_\_\_

Delaware City Resident: Yes \_\_\_ No \_\_\_ Place of Employment: \_\_\_\_\_

(ONLY if living outside of the Delaware City limits)

### FACILITY REQUESTED

**Shelters**

- Mingo Park Rotary
- Mingo Park 3-Season
  - Hourly Rate
  - All Day Rate
- Smith Park – North
- Smith Park – South
- Blue Limestone Park - Upper
- Blue Limestone Park - Lower
- Riverview Park
- Eastside Park

**Ball fields**

- Smith Park
- Mingo Park
- Blue Limestone Park

**Other**

- Hilborn Room (Mingo)
- Indoor Recreation Center
- Bicentennial Park Gazebo
- Ross Park Gazebo

**Soccer Fields**

- Mingo Park
- Smith Park

Other: \_\_\_\_\_  
 Field Name/# \_\_\_\_\_

**Date(s) Needed**

\_\_\_\_\_  
 \_\_\_\_\_

**Time(s) Needed (Begin & End)**

\_\_\_\_\_  
 \_\_\_\_\_

Purpose of Request \_\_\_\_\_

# of people expected: \_\_\_\_\_ Selling food/Beverages: \_\_\_ Yes \_\_\_ No Charging admission fee or donation: \$ \_\_\_\_\_

Special request of tables and chairs(Hilborn Room): \_\_\_\_\_

**Upon signing the request, the authorized representative of the organization acknowledges receiving the rules and regulations governing the use of these facilities.** It is agreed and understood that any violations of these rules shall cause termination of the agreement and total forfeiture of all paid fees, if any. By executing this agreement, the lessee hereby states that he/she understands the terms of the agreement and agrees to comply fully with all such rules and regulations.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### OFFICIAL USE

Approval  Denial Amount: \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card \_\_\_\_\_

Comments: \_\_\_\_\_

Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Facility Rules and Regulations

Most City of Delaware Parks & Recreation facilities are open for community use on a first come, first served basis. However, Department and City programs and events may be scheduled at various times throughout the year limiting the community's open use of these facilities. Individuals or groups may reserve the use of a particular facility on a specific date and time by submitting their request on the FACILITY REQUEST FORM. **The date will not be confirmed until the written request is approved and full payment is received.**

### General Rules

1. No person or club shall reserve and/or rent park and recreation facilities in the City without first completing the Recreation Services Facility Request Form at least four working days prior to the date that reservation or rental is desired.
2. Confirmation of the reservation is payment at the time of the request.
3. **Approved requests will have priority use of facility.** If someone other than paid renter should happen to be utilizing the facility and refuses to vacate when requested, the renter should contact the City of Delaware Police Department at 203-1111 and be able to provide their receipt of paid reservation of facility.
4. Renters, by virtue of the rental contract, accept financial responsibility for all damages, including littering, done to City property during the period of the contract.
5. The Department may require the applicant to post a deposit as a guarantee that any damage shall be repaired.
- \* 6. A Certificate of Insurance appropriate to the intended use may also be required. (\*)
7. No person shall transport, distribute, possess or consume alcoholic beverages in any City park or facility.
8. No motor vehicle shall leave the paved roads or parking areas and in no case shall be operated on the grass areas in the playing field areas or ball fields.
9. The use or carrying of firearms or fireworks in any city park or facility is prohibited, except by written permission of the Chief of Police.
10. Fires in City parks shall be built only in fireplaces, grills or other places provided for such purpose.
11. Renter shall not charge any fee or admission charge or accept donations for an event unless expressly permitted by the rental agreement.
12. Renters shall not operate a concession stand or point-of-sale function unless specific arrangements are provided for the same in the rental contract.
13. All City parks shall be closed and a curfew imposed between the hours of 8:00 p.m and 8:00 a.m October 1 to April 1 and 11:00 p.m and 8:00 a.m April 1 to October 1. Any additional exceptions shall be granted only to persons engaged in a Parks & Recreation sanctioned/sponsored program, activity or event.
14. **In case of cancellations, the renter may choose to receive a full credit for a future rental. If the renter prefers a refund, the City will refund 90% of rental fee UPON RECEIPT OF WRITTEN REQUEST up to 30 calendar days prior to reserved date; 50% of fee prior to 14 calendar days; and no cash refund (credit only) less than 14 calendar days prior to reservation date.**

### Hilborn Room and 3-Season Shelter

- **Groups are responsible for their own decorating and clean up after their rental.**
- **Groups needing to decorate and/or set up must reserve the necessary time at the current rental rate. Groups are not permitted to use the facility longer than the hours reserved.**
- **Key pickup and return:** The key to the facility must be picked up at the Delaware YMCA, the business day prior to or on your reservation date. The keys may not be duplicated. Keys are to be dropped off at the Delaware YMCA the business day following your reservation date.
- **Key Rental Policy** – A key rental form must be completed and turned in to the Delaware YMCA at time of key pick up which states that a fee of \$50 will be charged for keys not returned to the YMCA within 3 business days of facility rental.
- **Light switches are located in the main lobby on the wall behind the counter. (Hilborn Room)**
- Renter is responsible for locking the facility at the end of the rental time.
- The Hilborn Room is 48' x 48' and accommodates a maximum of 100 people.
- Smoking is prohibited in the facility.
- No balloons allowed. (3-Season Shelter)
- No craft activities unless tables are covered.
- There are no paper products of any kind in the 3-Season Shelter, Hilborn Room or kitchen.

### Facility Rental Rates

- **Outdoor Shelters:** The rental rate \$10/hr for Delaware City residents (\$15/hr non-resident).

- **Mingo 3-Season Shelter:**

Weekday Rentals	Weekend Rentals
Res. Rate: \$15/Hr	Res. Rate: \$20/Hr.
Non-Res. Rate: \$20/Hr.	Non-Res. Rate: \$25/Hr.

Daily rentals:

Weekday:	Weekend:
Res. Rate: \$75/per day	Res. Rate: \$100/per day
Non-Res. Rate: \$100/per day	Non-Res. Rate: \$125/per day

- **Hilborn Room Charges:** The rental rate during regular hours is \$20/hr for Delaware City residents (\$25/hr non-resident). After regular business hours, add an additional \$15/hr. \$40 set up fee. Kitchen (stove, sink, refrigerator) \$25 flat fee. The kitchen is unavailable for use between May 1 and October 1.
- \* **Any groups, for profit/non profit/government entity are required to provide a certificate of liability insurance naming the City of Delaware and the YMCA of Central Ohio as additional insured.**