Springfield City Hall/Plaza/Esplanade
Application and Agreement for Use of Premises

Organization:_____ Application Date:_____

Authorized Representative:_____

Address:_____

Home telephone:_____ Business telephone:_____

Additional Contact:_____

Home telephone:_____ Business telephone:_____

Dates requested:_____ Intended use:_____

Approximate number attending:_____ Time: From _____ To _____

Area Requested: Plaza Forum Conference Room Esplanade

Services required: Please check on the appropriate line for any services which you will require for this event. Additional charges may be incurred for some services. Please read ***TERMS AND CONDITIONS FOR USE OF PREMISES*** carefully.

Podium _____ P.A./ Sound System _____ Electric _____ Custodial _____ (Additional Costs)
*Existing 110V outlets only – Contact Ohio Edison for special hook-ups

Date Received:_____ Receipt Number:_____

Approved:_____ Denied:_____ Date_____

Rental Fee: $_____ Special Charges: $_____ Total Paid: $_____

Time Period: From:_____ To:_____ Dates:_____

The City does hereby lease unto the ***LESSEE,*** upon the terms and provision hereinafter set forth, the space indicated above located at Springfield City Hall, 76 East High Street, Springfield, Ohio. ***LESSEE*** agrees to pay the ***CITY*** as rent for the use of said space the appropriate fees set forth herein in advance of occupancy. ***LESSEE*** agrees to abide by the ***CITY's*** regulations for said space. Upon termination of this Agreement, it agrees that it will immediately surrender and deliver up to the ***CITY*** said space in as good condition as it was prior to occupancy. ***LESSEE*** shall assume the costs of any damages which may be occasioned to said space during the term of this AGREEMENT and save harmless the ***CITY*** from any and all claims which might occur as a result of said ***LESSEE'S*** occupancy.

City Representative:_____ **Date:**_____

Organization Representative:_____ **Date:**_____

For questions regarding use of these facilities contact the City Clerk's Office at (937) 324-7341.

RETURN COMPLETED FORM AND ALL FEES TO
City Clerk's Office
76 East High Street
Springfield, Ohio 45502
Make check payable to City of Springfield.