

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

APPLICATION AND FEES MUST BE RECEIVED 10 BUSINESS DAYS IN ADVANCE

Organization: \_\_\_\_\_ Application Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

Additional Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

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.