

**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.**