



# Crooked Alley KidSpace Reservation Contract

630 Wirt Road, Groveport, Ohio 43125

Office: Groveport Town Hall, 648 Main Street

614. 836.3333 fax 836.1117

Contract not valid until signed by Village Administrator.

Event Name: \_\_\_\_\_

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

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

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Depart Time: \_\_\_\_\_

Room Requested:  FunSpace  Library Attendance: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Reservation Fee: \$ \_\_\_\_\_ Due: \_\_\_\_\_ Contracted Service: \_\_\_\_\_

### Payment:

- a. KidSpace may be reserved at no cost to any Groveport resident, civic association or person employed within the Village of Groveport for meetings or social events (i.e. no profit-motivated activity.)
- b. KidSpace may be reserved by any non-resident of Groveport for the following cost:  
(1) FunSpace (large room) \$50 per hour; (2) Library (small room) \$25 per hour
- c. A rental fee of 25% of total receipts will be required from any profit-motivated activity.
- d. Security may be required at an additional expense, depending on the nature of the event.

### Crooked Alley KidSpace Policies:

- a. **Prohibited:** Alcohol, illegal substances, red beverages, glitter, smoking, pets, lit candles, bubble and fog machines are prohibited. Adhesive materials, e.g. tape, may not be applied to painted surfaces.
- b. **Set-Up:** Three tables will remain standing in FunSpace; two tables will remain standing in the Library. Contract signer is responsible for set-up and take down of additional tables and chairs in your assigned room. Additional tables will be returned to storage room and chairs stacked at end of rental. Tables/chairs may not be removed from another room without prior approval by staff. Toys will be returned to storage areas.
- c. **Acceptance of Key:** Building key may be received no earlier than day prior to event. Key will be returned immediately after event to a Town Hall staff person or, if after hours, to the mail slot at right of Town Hall main entrance.
- d. **Housekeeping:** Trash must be placed in Dumpster in driveway. Chairs, tables, benches and building must not be defaced in any way. Lights turned off at departure. Interior security lights will remain on. Floors, tables, walls, restrooms and building perimeter cleaned as necessary, with housekeeping supplies within Public Storage room. Grounds will be kept in good and clean condition.
- e. Parking must be in the KidSpace parking lot, Municipal Lot across street, or in designated areas.
- f. Youth/teen activities must have adequate adult supervision of at least 1 adult per 10 youth.
- g. All local and state laws must be observed.
- h. In an emergency, call 9-1-1.
- i. The Village of Groveport is not responsible for any lost or stolen property.
- j. Groups or individuals who abuse the facilities or violate the policies will be required to leave the premises and will not be issued any future permits. **Contract signer is legally and financially responsible for actions of group and is required to be present at the event for which the KidSpace rental is sought. Note: Under Ohio Law, this contract is a public record and as such is subject to disclosure pursuant to a public records request.**

The permit holder agrees to hold harmless and/or indemnify the Village of Groveport from any and all claims, injuries and liabilities arising out of use of the Town Hall.

Staff: \_\_\_\_\_  
Administrator: \_\_\_\_\_

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

## Rental Information

### Available furniture

- 39 black plastic chairs
- 40 standard folding chairs
- 22 children's chairs
- 11 six-foot folding tables (10 with adjustable legs)

### Maximum Occupancy

- FunSpace: 180 persons (chairs only); 84 persons (tables and chairs)
- Library: 15
- Lobby: 17

**Note:** The playground may not be reserved. As a public site, the playground may also be used by others during your reservation.

## Sign-Out of KidSpace Key

I certify that I have received key # \_\_\_\_\_ for Crooked Alley KidSpace, that I will observe all KidSpace policies and that I will return the key promptly at the conclusion of the event.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date and Time

\_\_\_\_\_  
Staff Signature

## Return of KidSpace Key:

I certify that I have returned key # \_\_\_\_\_ for Crooked Alley KidSpace and that I observed all KidSpace policies.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date and Time

\_\_\_\_\_  
Staff Signature