



7370 Groveport Road  
Groveport, OH 43125  
614-836-1000 / 614-836-2999 Fax  
[www.groveportrec.com](http://www.groveportrec.com)

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TO: General Public

FROM: Groveport Recreation Department Staff

RE: GROVEPORT RECREATION CENTER RESERVATIONS  
GROVEPORT AQUATIC CENTER RESERVATIONS

Are you looking for a great place to host your next off-site meeting or special event? With state-of-the-art facilities, as well as beautiful parks & athletic fields, we are an ideal location to energize your people, brainstorm, enhance your team's productivity, achieve your goals or just "cut loose".

If you are interested in reserving a room or section of the **Groveport Recreation Center**, please contact:

Jeff Card, *Customer Service Coordinator*  
614-836-1000 ext. 1506  
[jcard@groveport.org](mailto:jcard@groveport.org)

If you are interested in reserving either the **indoor pool** at the Groveport Recreation Center or the **outdoor water park** (Groveport Aquatic Center), please contact:

Steve Hawkins, *Aquatics Manager*  
614-836-1000 ext. 1510  
[shawkins@groveport.org](mailto:shawkins@groveport.org)

Please note that with the exception of the meeting rooms located inside the Groveport Recreation Center, most other areas inside our facilities are **NOT** available for rent (private use) during normal business hours.

Once you have confirmed availability, please complete the FACILITY/ROOM RESERVATION CONTRACT (see below 3 page document), and return it to our office for processing. Reservations cannot be made over the phone and cannot be "held". Reservations are taken on a first come – first served basis.

Due to City related programming & events that take place in or around the Log House, reservations may not be made any sooner than 3-months in advance of the requested date and no more than two reservations may be made per week, unless other arrangements have been made with the City of Groveport or if the reservation is for a City sponsored event/program.

Thank you.

# Facility/Room Reservation Contract

## Groveport Recreation Center / Groveport Aquatic Center

City of Groveport  
 Recreation Dept.  
 7370 Groveport Rd.  
 Groveport, OH 43125  
 (614) 836-1000 Office  
 (614) 836-2999 Fax

This document will not be considered unless ALL FIELDS are complete. Please print clearly.

Name of Team/Group: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Name of User: \_\_\_\_\_  
 (First) (Last) (Middle Initial)

Driver License Number or State I.D. #: \_\_\_\_\_

Home Address: \_\_\_\_\_  
 (Street)

\_\_\_\_\_  
 (City) (State) (Zip)

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ Fax Phone: (\_\_\_\_) \_\_\_\_\_

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

**Room Requested:**

- |                                  |   |  |                                       |
|----------------------------------|---|--|---------------------------------------|
| <input type="checkbox"/> Lock 22 | <input type="checkbox"/> Ohio/Erie            | <input type="checkbox"/> East Gym (Half Ct.) | <input type="checkbox"/> Lap Lane     |
| <input type="checkbox"/> Ohio    | <input type="checkbox"/> Kitchen              | <input type="checkbox"/> East Gym (Full Ct.) | <input type="checkbox"/> Lap Pool     |
| <input type="checkbox"/> Erie    | <input type="checkbox"/> Group Fitness Studio | <input type="checkbox"/> West Gym (Half Ct.) | <input type="checkbox"/> Indoor Pool  |
|                                  | <input type="checkbox"/> Climbing Wall        | <input type="checkbox"/> West Gym (Full Ct.) | <input type="checkbox"/> Outdoor Pool |

Date of Event: \_\_\_\_\_ Time \_\_\_\_\_ a.m./p.m. \_\_\_\_\_ a.m./p.m.  
 (From) (To)

Purpose of Facility Rental: \_\_\_\_\_ Number of People \_\_\_\_\_  
 Attending Event: \_\_\_\_\_

**Room Reservation Fees:** All rates are hourly and are subject to change without notice.

<u>Room</u>	<u>Max. Occ.</u>	<u>Resident</u>	<u>Non-Res.</u>	<u>Misc. Info.</u>
Lock 22	20 - 37	\$30	\$40	} Max. occupancy varies based on room set up.
Ohio	40 - 59	\$40	\$50	
Erie	32 - 58	\$40	\$50	
Ohio/Erie	80 - 117	\$80	\$100	
Kitchen	2	\$20	\$30.....	
Group Fitness Studio	29 - 49	\$50	\$60.....	Max. occ. varies depending on room set up
Climbing Wall	N/A	\$50	\$60.....	Waivers required for all Climbers.
Gym (Half Court)	234	\$40	\$50.....	Intended Use is subject to review by City Building Dept. and Fire Dept.
Gym (Full Court)	467	\$80	\$100.....	Use is subject to review by City Building Dept. and Fire Dept.
Lap Lane (Indoor Pool)	10	\$30	\$40	Additional charges may be required due to scheduling of additional lifeguards.
Lap Pool (Indoor Pool)	150	\$250	\$375.....	
Indoor Pool (All Areas)	362	\$500	\$650.....	Additional charges may be required due to scheduling of additional lifeguards.
Lap Lane (Outdoor Pool)	10	\$30	\$40	

Lap Pool (Outdoor Pool)	150	\$250	\$375.....	Additional charges may be required due to scheduling of additional lifeguards.
Outdoor Pool (All Areas)		\$650	\$750	Please contact Aquatics Manager for pricing. Fees vary per event size, type of event, number of patrons, etc.

**FOR OFFICE USE ONLY:**

**Calculation of Room Reservation Related Fees:**

Rental Rate: \$ \_\_\_\_\_ /hr. x \_\_\_\_\_ hrs. \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total: \$ \_\_\_\_\_

**Terms and Conditions:**

1. USER - User must be a legal entity or (18) years of age or older. User shall be held responsible for the conduct of all group members and shall **remain on site** during the facility rental. User is required to provide valid I.D. on the day of the event to City of Groveport staff. User will sign-in at the start of their room use and will sign-out at the conclusion of their room use. User agrees to use the facility in a safe and careful manner and shall comply with all federal, state and local laws and any rules and regulations set forth by City of Groveport (COG). User cannot sublease this rental. Facility Rules & Regulations can be viewed at [www.groveportrec.com](http://www.groveportrec.com).
2. PROOF OF CITY OF GROVEPORT RESIDENCY - Non-Residents are welcome to utilize the Groveport Recreation Center. In order to receive the Groveport Resident rate, a resident is required to provide a valid Ohio Driver License or State I.D. Card accompanied by a City of Groveport Water Bill, utility bill or tax bill. Corporate Resident is defined as any individual that lives outside the corporate limits of the City of Groveport, but is employed within the corporate limits of the City of Groveport. The Corporate Resident is required to provide a recent pay stub showing the person's name and business address.
3. DISCLAIMER - All facility rentals are subject to the terms, conditions and rules set forth by COG. As specifically set forth in the Terms and Conditions, COG shall hereby let to User and User shall hereby lease from the COG the use of the agreed upon facility (specific area), on specified date and time. The COG assumes no responsibility for the manner in which the User utilizes the facility. Any activities taking part during the time period covered by this agreement shall be under the sole direct supervision and control of the User or its designated officers, agents, employees, members, guests, patrons or employees. COG assumes no responsibility for the manner in which activities are conducted. However, COG may cease activities for any just cause, especially if there is potential for injury to the general public or damage to the facility.
4. RESERVATIONS - Reservations are to be made on a first-come first-served basis. Reservations may not be made any sooner than 3-months in advance of the requested date and no more than 2-reservations may be made per week, unless other arrangements have been made with COG or if the reservation is for a City sponsored event or program.
5. PAYMENT - Full payment is due at time of reservation. Checks shall be made payable to "City of Groveport".
6. SECURITY/DAMAGE DEPOSIT - User agrees to pay for **any and all damages** to the facilities caused by User or members of User's group. User is required to tender a \$100 security/damage deposit, payable in the form of check or credit card (no exceptions). **User understands that charges may exceed the required damage deposit based on the severity of the damage. If that is the case, User will be billed for said damages.** Said security/damage deposit will be returned immediately following the rental provided that there are no damages to the facilities.

SECURITY/DAMAGE DEPOSIT VERIFICATION - Please place a "X" in selected box.

- Check No. \_\_\_\_\_ I hereby authorize the City of Groveport to deposit said \$100 check, for any and all damages.  
User Initials: \_\_\_\_\_
- Credit Card I hereby authorize the City of Groveport to charge the below credit card, a maximum of \$100, for any and all damages.

**CREDIT CARD ACCOUNT (CIRCLE ONE):      VISA      MASTERCARD**

Card #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Printed Name of Card Holder: \_\_\_\_\_

Signature of Card Holder: \_\_\_\_\_ Date: \_\_\_\_\_

7. OCCUPYING AND ROOM SET UP - Upon arriving, User shall meet with COG Manager-On-Duty and/or Facility Supervisor to make an inspection of the room and note any current irregularities and damages. At the end of the room use, User and COG Manager-On-Duty and/or Facility Supervisor will make another inspection of the room and note any new irregularities and damages. Only non-marking tape may be used to hang decorations. The room may not be occupied until the posted time on the Contract. The room must also be vacated at the posted time on the Contract. Please schedule time for room set up and clean up, if necessary. User will be charged a minimum of 1-full hour (at going rate) for additional time used. COG will set up all tables and chairs in specified room. User may rearrange the tables and chairs as desired. COG retains the right to change

room assignments if necessary. This reservation **only** gives User the sole right to utilize the particular room/facility area during the time stated. **All other areas of the facility are open and available to the general public.**

8. KITCHEN USE - User may only rent the kitchen if User has also rented Ohio, Erie or Ohio/Erie Room. Ovens may only be used for the warming of food (not cooking). User may store items in the refrigerator/freezer during the rental period. User may not use any kitchen utensils and goods, as those items are property of the Groveport-Madison Senior Citizens Club.
9. BALLOONS - Helium balloons are not permitted in the facility.
10. BEVERAGES & FOOD - User agrees only to serve Dr. Pepper/7-Up products. COG has an exclusive cold beverage contract. User may use any food vendor for catering services.
11. ADDITIONAL CHARGES - Based on the time and size of the rental, COG may require additional staff to be scheduled. User will be charged according to rates established by COG. At the discretion of COG, User may be required to pay COG provided Special Duty Police Officers at the hourly rate established by the Groveport Police Department for additional security.
12. DISMISSAL - COG reserves the right to dismiss any participant from the facility for criminal and/or unruly conduct or failure to observe rules & regulations.
13. INHERENT RISKS - User and User's participants shall assume all inherent risks.
14. LIABILITY - User agrees to indemnify and hold COG harmless from and shall reimburse it for, any and all losses, costs and expenses arising out of any liability, or claim of liability for injury or damages to persons or property sustained by anyone, by reason of User's utilization or occupation of the facility under this Contract, or by any act or omission of User or any of its officers, agents, employees, members, guests, patrons, or invitees and User shall pay any and all damages to the property of COG or for loss or theft of such property, done or caused by such persons.
15. INSPECTION - User is responsible for inspecting the facility before its use and is responsible for making its participants aware of any existing hazards.
16. BANNED SUBSTANCES - User agrees that no alcoholic beverages, drugs, or other banned substances of any kind will be used in or on the premises. User understands that any violation of this rule shall give the COG the right to terminate this Contract without penalty to the COG and permanently bar User from or any member or guest of the User from the premises.
17. ADDITIONAL CLEAN UP - User will clean up all debris and will dispose of in trash receptacle. User may be charged for any excessive clean-up necessary due to User's rental of the facility.
18. FACILITY RULES & REGULATIONS - User agrees to abide by all facility rules and regulations, which can be obtained at [www.groveportrec.com](http://www.groveportrec.com).
19. LOST OR STOLEN ARTICLES - COG assumes no responsibility whatsoever, for any lost or stolen property.
20. RIGHT TO CONTROL - It is understood that COG reserves the right to control and manage the premises and to enforce all necessary and proper rules for the management and operation of the premises. COG employees or other authorized representatives may enter and exercise their authority at the premises at any time. COG also reserves the right, but not the duty, through its employees and representatives to eject any objectionable person or persons from the premises and User hereby waives any and all claims for damages against COG or any of its representatives resulting from the exercise of this authority.
21. CANCELLATION BY COG - COG reserves the right to cancel any scheduled usages time for any reason. In the event of such cancellation, a mutually satisfactory later time and date will be substituted for the canceled time whenever possible. Furthermore, COG is not responsible for any consequential damages related to the cancellation of the contracted time.
22. CANCELLATION BY USER - User must give the COG at least a 48-hour notice in order to cancel a reservation. All cancellations will be communicated through the Customer Service Coordinator. Failure to cancel will result in loss of any refund.
23. AMENDMENTS - This Contract cannot be modified in any way except by a written document signed by both parties.
24. GOVERNING LAW - This agreement shall be governed by the laws of the State of Ohio both as to interpretation and performance.
25. SEVERABILITY- If any provision of this Contract is determined to be unenforceable or invalid, the remaining provisions of this Contract shall not be affected thereby and shall remain in full force and effect.
26. FORCE MAJEURE - Neither party shall be liable for any damages, resulting from the elements, acts of God, or any other cause beyond the reasonable control of the parties.
27. SPECIAL CIRCUMSTANCES - COG retains the right to change room/facility area assignments based on scheduling conflicts and/or any other conflicts.
28. DISPLAY OF CONTRACT - This signed Contract must be in User's possession and must be displayed at the request of a Groveport Police Officer or authorized City representative.
29. ENTIRE AGREEMENT - This document constitutes the entire Contract between the parties and supersedes all previous communications, representations, understandings whether oral or written, between the parties.

**I hereby acknowledge that I have read and fully understand the above terms and conditions. I understand that this contract is public record and is subject to disclosure pursuant to a public records request.**

**City of Groveport:**

**User:**

By: \_\_\_\_\_ Date \_\_\_\_\_  
Customer Service Coordinator or designee  
Aquatics Manager or designee or designee

By: \_\_\_\_\_ Date \_\_\_\_\_  
Authorized User

By: \_\_\_\_\_ Date \_\_\_\_\_  
Recreation Director  
*\*not valid unless signed by Director or designee*

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### FOR STAFF USE ONLY:

Applicant is a:  City Resident  Corp. Res.  Non-Resident  
Residency Verification:  Driver Lic.  Utility Bill  FCty. Auditor  Pay Stub  
Identity Verification:  Driver Lic.  State I.D.  
Total Rental Amount: \$ \_\_\_\_\_  
Method of Payment:  Cash  Credit Card  Check  
Staff Processing Reservation: \_\_\_\_\_ Date: \_\_\_\_\_



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**THE BELOW SECTION IS ONLY TO BE COMPLETED ON THE DAY OF THE RENTAL.**

## Addendum to Facility/Room Reservation Contract

### User Sign-In / Sign-Out

By signing below, User acknowledges that he/she reserved said facility and is a legal entity or (18) years of age or older. As noted under Terms and Conditions, User shall be held responsible for the conduct of all group members and shall remain on site during the facility rental. User is required to provide valid I.D. on the day of the event to City of Groveport staff.

User's Printed Name: \_\_\_\_\_

User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* \* \* \* \*

#### FOR OFFICE USE ONLY:

Time Checking-In: \_\_\_\_\_ a.m. / p.m. (please circle)

Staff I.D. Verification: \_\_\_\_\_ Date: \_\_\_\_\_

Time Checking Out: \_\_\_\_\_ a.m. / p.m. (please circle)

Staff I.D. Verification: \_\_\_\_\_ Date: \_\_\_\_\_

\* My signature above signifies that I have checked the User's I.D. and it matches the name on the Facility/Room Reservation Contract and it also verifies what time the User checked-in and/or out of the facility.