

**CITY OF TWINSBURG**  
**Parks and Recreation Department**  
**10260 Ravenna Road**  
**Twinsburg, Ohio 44087**

**Twinsburg Community Center**  
Phone: (330) 963-8722  
Fax: (330) 963-8713

Web page: [www.twinsburgrecreation.com](http://www.twinsburgrecreation.com)

**Fitness Center**  
Phone: (330) 405-5757  
Fax: (330) 405-5767

## SHELTER RENTAL REQUEST

**COST**  
**Resident Group Function**

Renter is someone who lives in the city of Twinsburg limits. This does NOT include the Twinsburg Township or Reminderville.

\$25.00 per shelter, per day

Shelter reservations may be submitted the first business day of the new year. Reservations must be in person and "proof of residency" must be shown.

**COST**  
**Non-Resident Group Function**

Renter is someone who DOES NOT live in the city of Twinsburg. This includes Twinsburg Township, Reminderville and all other cities.

\$75.00 per shelter, per day

Shelter reservations may be submitted no more than 60 days prior to the usage date.

**PICNIC SHELTER**

\_\_\_\_\_ Glenn Chamberlin Picnic Shelter #1 - Center shelter next to bathrooms

\_\_\_\_\_ Glenn Chamberlin Picnic Shelter #2 - Shelter near parking lot and Safety Town

\_\_\_\_\_ Glenn Chamberlin Picnic Shelter #3 - Octagon shelter in back of park

\_\_\_\_\_ E. Idlewood Picnic Shelter - Shelter at East Idlewood Park over bridge

\_\_\_\_\_ Glenmeadow Picnic Shelter - Shelter at the back of Glenmeadow Park

Expected Number of people attending \_\_\_\_\_

Today's Date: \_\_\_\_\_

Party/Meeting Date : \_\_\_\_\_

Applicant: \_\_\_\_\_

Tax Exempt #: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Additional #: \_\_\_\_\_

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

Type of Activity: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm - \_\_\_\_\_ am/pm

# RENTAL AGREEMENT

Neither the City of Twinsburg or employees of the City can be held responsible for any items lost or stolen at the facility by the Renter or by person(s)/companies providing services and/or equipment for the rental.

The Applicant will hold the City of Twinsburg, the Parks and Recreation Department and the Fitness Center staff harmless at all times from any claims or damages on account of injury to anyone using the facilities and/or grounds in connection with the function sponsored and operated by the Applicant and/or growing out of their use and occupancy of the said facility/grounds, or through any defect in said premises, including sidewalks adjoining the same and use or operation thereof.

The City of Twinsburg does hereby rent its facility as designated upon the terms and conditions set forth in Chapter 925.03 of the Codified Ordinances of the City of Twinsburg and this Rental Agreement, which chapter is incorporated herein by reference. Renter agrees to perform all obligations imposed upon it pursuant to this agreement and the provisions contained in Chapter 925.03 of the City Code.

It is understood that the right of the said Renter to use and occupy said premises is subject to cancellation by the City of Twinsburg without prior notice. Cancellation by the City can occur at any time due to an emergency. In other cases of cancellation by the City, every effort will be made to give Renter twelve hours notice. In either event the refund will not exceed the amount tendered.

I have read, understand and agree to the Twinsburg Community Center, Fitness Center, and Picnic Shelter, Rental Rules and Regulations. I understand that if my guests and I are unable to adhere to the rules and regulations we will be asked to vacate the premises, and no refund will be given.

The Renter agrees to protect, defend, indemnify, and save the City of Twinsburg harmless from any and all claims, demands, suits, costs and expenses, including attorney's fee, arising from any reason whatsoever or from any cause whatsoever, connected with, related to or arising in any manner whatsoever during the aforesaid term or from the use of said premises by the said renter. *Applicant must sign Rental Agreement; thus acknowledging responsibility for ensuring that all guests adhere to the above rules and regulations and has provided payment for use of the facility.*

**Canceling Rentals: More than 4 weeks in advance: 10% processing fee if check is requested or full refund if money is posted to credit on Parks and Recreation account. Canceling 4 weeks prior to rental date: 25% withheld; 3 weeks prior: 50% withheld; 2 weeks prior: 75% withheld; less than 2 weeks: no refund.**

All rentals must be done in person. Full rental payment must be submitted at time of rental.

## Mailing Address for all locations

Twinsburg Parks and Recreation  
10075 Ravenna Road  
Twinsburg, Ohio 44087

## Office Use Only

I. D. Verified? \_\_\_\_\_ Insurance Required: Yes \_\_\_\_\_ No \_\_\_\_\_  
Naming City as additionally insured  
Class: \_\_\_\_\_ Date Confirmed: \_\_\_\_\_ Security Guard Required: Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, Renter must contact Twinsburg Police to arrange  
Resident Rate: \$ \_\_\_\_\_ Non Resident Rate: \$ \_\_\_\_\_ Non Profit Rate: \$ \_\_\_\_\_  
Cash: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Visa/MC: \_\_\_\_\_ Total Payment Received \$ \_\_\_\_\_  
Receipt # \_\_\_\_\_ Permit # \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Initials \_\_\_\_\_  
Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
V-code: \_\_\_\_\_