



Application Fee: _____

CITY OF OBERLIN
FACILITY USE APPLICATION AND AGREEMENT
OBERLIN UNDERGROUND RAILROAD CENTER
237 South Main Street – Oberlin, OH 44074

RESERVATION INFORMATION:

I, _____, for myself, or representing: _____
Print Name (Name, Family, Group, or Organization)

hereby make application to reserve the following Facility Space at the Oberlin Underground Railroad Center located at 237 South Main Street, Oberlin, Ohio, ("Facility") (check one):

Building Building & Grounds Other: _____

Please describe the purpose or event for which you are requesting the use of the Facility Space:	
Event Date(s): From _____ to _____	Approximate Number of Persons Attending: _____
Event Time: From _____ <input type="checkbox"/> AM <input type="checkbox"/> PM to _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	
Please indicate any special requirements or needs for your use of the Facility Space:	

APPLICANT INFORMATION:

Name:		Address:	
City:	State:	Zip Code:	
Phone Number: ()		Text Messaging:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Email Address:			

AGREEMENT:

I hereby declare that I have read and will comply with the terms, conditions, and general regulations outlined in this agreement. I acknowledge the smoking of any kind and the consumption of alcoholic beverages in on or on the Faculty are prohibited. I declare that no illegal activity will be conducted or permitted in or on the Facility during the designated hours of the event.

I hereby set forth my signature as the individual responsible for all payments and activities for this event. I agree to accept full financial responsibility for personal injury and property damage while using the Facility Space. I understand that the failure to comply with all rules of this Agreement may result in the prohibition of the future use of the Facility.

I agree to indemnify, defend and hold harmless the City of Oberlin, its officials, representatives, and employees from any and all liability, claims, damages, or costs for or arising out of the use of the Facility as outlined in this Agreement whether it be caused by the negligence of the applicant, guests/attendees, agents of employees.

Signature: _____ Date: _____

Return this application with application fee to the Oberlin Recreation Department: 36 S. Prospect St. – Oberlin, OH
- Make checks or money orders payable to the City of Oberlin -

Questions? Contact the Oberlin Recreation Department at 440-775-7254 or Recreation@CityofOberlin.com