

## KENNARD NATURE NOOK RENTAL REQUEST FORM

### RENTAL FEES – ONLY AVAILABLE SATURDAYS & SUNDAYS

| Base Fee                  | Centerville/Wash. Twp. Resident Fee | Non-Profit Organization Fee |
|---------------------------|-------------------------------------|-----------------------------|
| \$200 (2-hour rental)     | \$150 (2-hour rental)               | \$175 (2-hour rental)       |
| \$75 each additional hour | \$50 each additional hour           | \$50 each additional hour   |

All reservations require a **\$100 refundable deposit** due at the time of rental. Renter is responsible for clean up, lock up and trash collection after the event. Centerville-Washington Park District staff will inspect the building after rental and determine if the deposit will be refunded.

All rentals must be paid in full at the time the contract is signed. No reservations are final until full payment is made. No times will be held in advance without payment.

Date of use: \_\_\_\_\_ Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_

Name of organization or person renting: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Primary phone number: \_\_\_\_\_ Secondary phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Total number of people attending event (40 max): \_\_\_\_\_

Estimated number of children under 18 years old: \_\_\_\_\_

Weather permitting, do you plan to use the outdoor deck and grass area?  Y  N

Will you be using the kitchen area?  Y  N

Type of event: \_\_\_\_\_ Date of request: \_\_\_\_\_

**Return your completed form to [mail@cwpcd.org](mailto:mail@cwpcd.org), or drop off in person during office hours. Thanks!**

### OFFICE USE ONLY

Request approved  Request denied Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Staff notes: \_\_\_\_\_