



City of Chardon

Chardon Municipal Center • 111 Water Street • Chardon, Ohio 44024-1201

APPLICATION for use of CHALET

220 Basquin Drive, Chardon, OH 44024

www.chardon.cc

CITY COUNCIL CITY MANAGER

440-286-2600

Fax: 440-286-2658

FINANCE

440-286-2470

Fax: 440-286-2658

Income Tax

440-286-2696

Fax: 440-279-0903

Water & Sewer Billing

440-286-2949

Fax: 440-286-2658

PARK & RECREATION

440-286-2630

Fax: 440-286-2658

POLICE

440-286-6123

Fax: 440-286-2680

PLANNING & ZONING

440-286-2654

Fax: 440-286-5541

PUBLIC SERVICE

440-286-2655

Fax: 440-286-5541

Division of Streets, Cemeteries & Parks

440-286-2656

Fax: 440-286-2681

Division of Water & Wastewater

440-286-2657

Fax: 440-286-7538

Organization: _____ By: _____ Title: _____

-or-

Individual: _____ Address: _____

(Proof of residency required at time of application.)

Date Requested: _____ Reason for use: _____

Time Requested: _____ a.m./p.m. to _____ a.m./p.m. Total Hours: _____

(Fee covers four [4] hours of use. \$5 for each additional hour.)

Cell Phone: _____ Email: _____

Cancellation Policy: Cancellation or rental date change must be made one (1) week in advance of rental date in order to receive a refund.

REGULATIONS FOR USE OF CHALET

- No alcoholic beverages are permitted on the premises.
- Pick up the key at the dispatcher's window in the Police Department after leaving your driver's license as collateral. They key may be picked up no sooner than 15 minutes prior to rental start time.
- No more than fifty (50) people are permitted inside. There must be one (1) adult for every ten (10) children.
- DO NOT tape or nail anything on the inside or outside walls.
- Before leaving: Complete renter's responsibility checklist posted on the utility room door inside the Chalet.
- Immediately return the key to the police dispatcher and sign the back of this form before receiving your driver's license. Another party may be waiting to pick up the key.

I have read the above regulations regarding use of the Chalet. I understand that if I do not comply with the regulations, I (and the organization that I represent) may be banned from future use. I, individually and as authorized representative of the organization, accept responsibility for any and all damage to the Chalet or its fixtures or contents. I further acknowledge that I will be responsible for any and all property damage. If use of the Chalet is not required after scheduling its use, I will notify the City Manager's Office at 440-286-2600 as soon as possible.

Signature: _____ Date: _____

Certificate of Insurance naming the City of Chardon as additionally insured.

Approval from the Office of the City Manager: _____ Date: _____

Cash Check Check No. for fee: _____

Resident 4 Hour Rental Fee: \$30 – Additional hours: \$5/add. hour = Total Rental Fee: \$ _____

Non-Resident 4 Hour Rental Fee: \$50 – Additional hours: \$5/add. Hour = Total Rental Fee: \$ _____