



CITY OF WILMINGTON MOYER COMMUNITY ROOM RESERVATION

RESERVATION INFORMATION			
Event Date and Time:		Date Reserved:	Date Paid:
Contact:		Phone Number:	Organization:
Email:			
Mailing Address:			
Event Type:		Total Hours:	Reservation Fee: \$

RESERVATION FEES, PAYMENT, AND ROOM INFORMATION

Government	No charge
Non-Profit/Charity/Fundraiser	\$20 (After Hours Admin Fee for Events After 4pm)
For-Profit/Private	\$150/up to 4 Hours + \$25/Additional Hour (Includes \$20 After Hours Admin Fee)
Total Fees:	\$

- The Moyer Community Room’s operating hours are from 5:00 am to 12:00 am. If your event is outside of that time frame, please contact us to discuss.
- The City reserves the right to not approve reservations to those whose intended use involves any activity or event that single out, marginalizes, or seeks to harm to any group within the community based on some shared characteristic.
- The completed reservation request can be return by mail to Mayor’s Office, 69 North South Street, Wilmington, Ohio 45177; by email at mayor@wilmingtonoh.org; or by fax 1.937.382.0931.
- You can pay for the Moyer Community Room reservation prior to the event during regular business hours, M-F 8am- 4pm. Payment is due approximately two weeks in advance of event date. The City reserves the right to change the fees at anytime.
- Payment can be made with cash (exact change) or check only in person at the Municipal Building on the 2nd Floor in the Auditor’s Office or by mail to “Auditor’s Office Attn: Moyer Community Room Reservation, 69 N. South Street, Wilmington, OH 45177.”
- The Moyer Community Room has the following items available:
 - Approximately ten (10) 60-inch round tables
 - Approximately ten (10) 8-foot rectangle tables
 - Approximately 140 new chairs.
 - Standard refrigerator with freezer.
 - Sink/water access.
- There is no stove or microwave.
- Room Capacity – 167 people
- The dimensions of the Moyer Community Room are 44 x 45 x 41 feet.

ROOM GUIDELINES

The following are prohibited:

- Taping or tacking items to the Moyer Community Room’s walls

- The use of candles or open flames (this does not include chafing dishes used for catering)
- The use of tobacco and alcohol are prohibited
- The possession of firearms
- Pets or animals (with the exception of assistance animals)

DAY OF YOUR RESERVATION

- Access on the day of the event: Pick up key at Police Dispatch Window located on the first floor. Please lock room and return key at end of the event.
- The Moyer Community Room has a “leave it as you found it” policy. Please clean up after your event. Trash can be deposited in the dumpster receptacle in the parking lot at the back of the Municipal Building. Cleaning supplies are located in the cabinet by the refrigerator.
- Failure to comply with the rules may result in a cleaning fee of \$50 and/or cancellation of future reservations. The City reserves the right upon multiple offenses to bar all future reservations by that individual/party.

CANCELLATION

The City reserves the right to cancel any reservation in the event the room is needed for any reason by the City of Wilmington or other governmental agency. If the City of Wilmington needs to cancel the event, we will work with you to reschedule the room for another date or issue a full refund.

LIABILITY AND SECURITY

The City of Wilmington will not be responsible for lost, stolen articles, or merchandise left on premises prior to, during, or following an event. The City of Wilmington will not be responsible for physical injuries. We reserve the right to inspect and control all private events on the premise. Liability for damages to property and any additional cleaning will be charge to the party booking the event.

The undersigned represents that:

They have been duly authorized to bind the user to the City of Wilmington’s rules and regulations for reserving and using the Moyer Community Room. The user or its designated official has read and fully understands and agrees to be bound by the terms and conditions of the City of Wilmington’s rules and regulations for reserving and using the Moyer Community Room. The User accepts sole responsibility and liability for any and all damage to the Moyer Community Room, its components. The user accepts sole responsibility and liability for any and all damages whatsoever (whether to persons or property) that may in any way arise from the user’s possession and use of the Moyer Community Room whether by the neglect of the undersigned parties or others.

Hold Harmless:

The undersigned shall hold harmless, defend and indemnify the City of Wilmington, Ohio, its elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof against all claims, suits, actions, costs, attorney fees, expenses, damages, judgments, or decrees, of every name and description, by reason of any person or persons or property being damaged or injured by the user or any of its employees, agents, subcontractors, volunteers, or invitees arising or growing out of the event, whether by negligence or otherwise.

SIGNATURE		OFFICE USE ONLY	
Signature:		Paid:	Invoiced:
Printed Name:		Received by:	Title:
Date:		Approval Date:	