



Historical Society of Grand Rapids Ohio

Old Fire Station Application for Ongoing Use

Organization / Individual Name	
Contact Name	
Address	
Phone Number	
E-Mail Address	

Description of Use				Attendees
				Open to Public <i>(Yes or No)</i>
Term of Use <i>(Not to exceed 3 months)</i>	From Date		To Date	
Day / Time of Use <i>(Calendar on website to check availability)</i>	Day of Week		Start Time	
			End Time	
	Day of Week		Start Time	
			End Time	
	Day of Week		Start Time	
			End Time	
	Day of Week		Start Time	
			End Time	
	Day of Week		Start Time	
			End Time	

Per Use Donation		Number of Uses:	Month 1	
			Month 2	
			Month 3	
Security Deposit		Refundable / Return, Refundable / Retain, Non-Refundable <i>(Specify one)</i>		
Proof of Liability Insurance	Copy Required		Add HSGRO	

Room(s) Requested <i>(Check all that apply)</i>	Truck Bay		Radio Room	
	Meeting Room		Kitchen	
Furniture Needed <i>(Specify number)</i>	Banquet Tables		Chairs	
Kitchen Needs <i>(Check all that apply)</i>	Refrigerator	Stove/Oven	Microwave	

Form continued on Other Side

*Download forms and learn more about the Old Fire Station on our website:
www.grandrapidshistoricalsociety.org*

1. Contact the following individual to discuss use of Old Fire Station. Discussion will include usage, availability, donation, security deposit, and liability insurance.

Chuck Thomas
419-265-7936

2. Complete form and submit to Historical Society via mail:

Historical Society of Grand Rapids Ohio
PO Box 124
Grand Rapids, OH 43522-0124

3. Following MUST be included with form or it will NOT be accepted:

Donation Check	Security Deposit Check <i>Unless check previously submitted as "Refundable / Retain"</i>	Proof of Insurance <i>Agreement may require that HSGRO be added as additional insured; specify "on file", if HSGRO already has copy on file</i>
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4. You will be contacted by phone and/or e-mail if application is incomplete, additional information is required, clarification is needed, and/or application approved/denied

5. Facility must be returned to pre-use condition after every use. Failure to do so will result in forfeiture of security deposit.

Clean rooms used, including restrooms		Return tables / chairs to storage area	
Remove your garbage		Turn off lights	
Reset thermostat		Secure building / return keys	

6. Security deposit, if "refundable / return", will be returned by mail once verification is received that facility has been returned to pre-use condition or, if "refundable / retain", upon request.

7. Application must be renewed every 3 months or when there is a change in use.

Please indicate your agreement to abide by the process / terms outlined in this Application for Use:

Signature		Date	
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Application and terms of use approved by HSGRO:

Signature		Date	
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