



320 West Central Avenue, Springboro, Ohio 45066 937 748 4343 Fax 937 748 0815 www.ci.springboro.oh.us

## Springboro SPARC and Go RESERVATION FORM

Group			Group Size		(Maximum Group Size: 15)		
Contact					City _____ State _____ Zip _____		
(Must be a Springboro resident)							
Address					Springboro	OH	45066
	Home:		E-mail:				
	Work:		Fax:				
	Cell:						

AVAILABILITY: Days	Monday-Friday	8:00a.m. - 4:00p.m.	Start ↓	End ↓					
Reservation Date:		Day of the week:	Time:						
Purpose:									
Description/Special Needs:									
<input checked="" type="checkbox"/> Please check all that apply.									
N/A	Projector	N/A	TVs	N/A	Podium	N/A	Tables	N/A	Kitchen
I have received and will comply with the Springboro SPARC and Go Usage Policy.									
Signature/Date:									

		FOR OFFICE USE ONLY			
Date available:				Management approval required:	
Approved/Date:					
Copy of reservation to :			Applicant:		Dispatch:

## Springboro SPARC and Go Usage Policy

### **Purpose**

In addition to the SPARC and Go's primary function as a bike hub and emergency shelter/charging station, the facility is available for public gatherings of Springboro affiliated non-profit groups when the room is not being used for City-related activities. Use of the SPARC and Go must take place in a responsible manner, without interference to City activities, operations or any neighbors.

### **Use**

1. SPARC and Go Hours: 8:00a.m.-4:00p.m., Monday-Friday.
2. SPARC and Go usage is limited to Springboro affiliated non-profit groups only.
3. Meetings planned by a company or individual to promote, advertise or lead to the sale of a product or service are not permitted.
4. No one under the age of 21 is permitted to reserve the SPARC and Go.
5. The SPARC and Go occupancy is limited to a maximum of 15 people.
6. Private social events such as family reunions or wedding receptions are NOT permitted.
7. Religious and partisan political activities are NOT permitted.
8. The City reserves the right to review any or all applications and may require sufficient time to make proper investigation before gaining approval. Special use of the SPARC and Go can be approved at the sole discretion of the City Manager.

### **Fees and Liabilities**

1. The City charges no fee for use of the SPARC and Go.
2. Groups shall forfeit any future use of the SPARC and Go if they cause damage to, or loss of City property or the facility is not left in the condition in which it was found.
3. The City is not liable for injuries to people or damage to property of organizations using the SPARC and Go.

### **Guidelines for Meeting Room Use.**

1. The SPARC and Go must be left free of crumbs, waste, etc. Cleaning supplies are available.
2. Each group using the SPARC and Go is responsible for setting up the room and returning it to its original condition. City staff WILL NOT set up or take down chairs or tables and the City WILL NOT supply more, or permit more to be brought in.
3. The City is unable to provide storage space for groups using the SPARC and Go; therefore, any food, beverages or personal items left in the room on the day following a meeting will be discarded.

### **Reservations and Cancellations**

1. An application for the use of the SPARC and Go must be completed and signed by a representative of the group, who must be a Springboro Resident, and approved by the City before use of the room begins.
2. Reservations for the use of the SPARC and Go must be made **no less than two (2) weeks in advance.**
3. A maximum of two meetings per month may be scheduled by any individual group unless special authorization granted.
4. Requests will be considered on a first come, first serve basis. The City will begin taking reservations for the following year on November 1. (Example - Reservations for 2017 can begin on November 1, 2016.)
5. Applicants will receive a confirmation verifying date, time and acceptance or denial of request.
6. The City reserves the right to cancel prior SPARC and Go reservations without notice in the event of emergency.
7. The City should be notified as soon as possible if a meeting scheduled for the SPARC and Go has been cancelled. Please call 937-748-4343 as a City staff member will be scheduled to unlock the facility.

### **Publicity**

1. The name, address, phone number or website of the City of Springboro or SPARC and Go may not be used as the official address, headquarters or identifier of an organization.
2. The use of the SPARC and Go shall not be publicized in such a way as to imply City sponsorship of the group's activities.