

CIVIC CENTER RENTAL AGREEMENT



Applicant Name _____ Date of Event _____
Date of Birth _____ Room(s) Needed _____
Drivers License # _____ # of Tables/Chairs _____
Address _____ Purpose/Event _____

Phone _____ Email: _____

THIS AGREEMENT made by and between the City of Shelbyville by its Board of Parks and Recreation (hereafter referred to as "City"), and the above named Applicant and/or Group, (hereafter referred to as "Applicant"), WITNESSETH:

- A. City, in consideration of the rents and covenants herein contained, does hereby agree to allow Applicant the use of the above-named facility and/or rooms on the _____ day of _____, 20____, from _____:_____ o'clock _____m. to _____:_____ o'clock _____m. . Neither applicant nor any guests may occupy other spaces in the above-named facility.
- B. Rental hours must include time for set up and clean up. You will not be allowed access outside of your rental time.
- C. A full refund will be given if rental is canceled 10 days prior to rental date. No refunds will be given after that.
- D. Tables and chairs provided upon request at no extra charge.
- E. Applicant agrees that the premises will be used for the purpose stated above.
- F. The Civic Center may not be used for profit unless authorized by the Parks Director.
- G. Rooms are rented as is. (Current decor on walls cannot be removed.)
- H. Park staff will meet with the Applicant and give them rules and contact information.
- I. No smoking, alcohol or smokeless tobacco allowed on Park's property.
- J. No pets in the building. Pets outside must have an owner present with them at all times and must be cleaned up after.
- K. No skateboards, skates, bikes, etc. in the facility. Must be stored properly outside.
- L. No balls are allowed in any rooms, entryways or hallways. Balls are only allowed in the gym.
- M. No firearms on property unless authorized.
- N. No defacing, trashing, or destruction of facility property. You will be charged for any damage.
- O. **No tape of any kind can be used on walls.** Command strips and sticky tac are allowed and must be removed after your party, taking care not to damage walls. Silly string and glitter are also not allowed.
- P. No grills allowed inside or outside the facility
- Q. Bounce houses are permitted if rented from Blue River Bouncers and they set up and take down.
- R. Use of bands or DJs must be approved by the Parks Director.
- S. Applicant will be held responsible for self and guests in adhering to all Shelbyville Parks & Recreation Department rules and policies. Failure to do so will forfeit rights to obtain future facility rentals.
- T. Applicant has examined the facility prior to the acceptance of this agreement and is satisfied with the physical condition of the premises.
- U. Applicant agrees to keep the premises in a clean, sightly, and healthful condition and in good repair and shall yield the same back to the City in the same condition. A Park's staff member will inspect rented areas at conclusion of rental to make sure it is free of damages. If anything is damaged, the Applicant will be held financially responsible for any damages to the facility or its contents, including attorney fees.
- V. Applicant shall indemnify and hold the City harmless from and against claims, damages, losses, and expenses, Including but not limited to attorneys' fees, arising out of or resulting from injury or loss during the use of the facility described herein.

IN WITNESS WHEREOF, the parties have hereunto set their hands this _____ day of _____ 20_____.

Applicant

Parks and Recreation Staff
City of Shelbyville