



**SHELBYVILLE
SHELBY COUNTY**
PARKS & RECREATION

Facility Rental Agreement

Date: _____

Renter Name: _____ (Please check one) Individual ___ Company ___

Address: _____ City _____ State _____ Zip _____

Renter Phone: _____ Emergency Phone _____

Facility Rented: _____ Type of Activity: _____

Date of Use: _____ Time: _____ to _____ Group size _____

Deposit (due in full at time of application) : _____

General Rental Rules

- Renter is responsible for set-up and take-down.
- Please pick up loose trash & put in cans (inside or outside of building).
- **Renter will not tape or push pin items on any walls. Only the use of sticky tack is allowed.**
- **Renters that choose to use the Family Activity Center (available only during open hours) will be charged \$3.50 per person. If proper swim attire is not worn, no refunds will be given, NO EXCEPTIONS. Basketball shorts are not acceptable as swim attire.**
- Please turn off any appliances and lights that are used.
- No alcoholic beverages.
- Food may be brought into rented facility.
- Youth parties must be chaperoned by an adult 21 years & older.
- **Renter responsible for any damages to park property.**
- **Parks Security reserves right to eject individuals who display misconduct or use of alcoholic beverages or drugs.**
- **Renter will advise park at least two weeks in advance of cancellation or forfeit any fee paid.**
- **No refunds for inclement weather; no alternate facility available.**
- **Renter must be out at their specified time.**
 - Including the above, the following apply to Waldrige Center only:
 - Keys are checked out and in at the Family Activity Center front desk, if needed.
 - Key must be returned on day of event or the following morning.
 - Leave hall light on in Waldrige Center.
 - Be sure to lock door and return key to FAC office.

Renter has read and understands this agreement and agrees to abide by all rules and regulations.

Signature of Renter: _____

Employee Signature: _____