

**Shelbyville – Shelby Co. 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 Waldridge 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 Waldridge 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:** \_\_\_\_\_