CITY OF LAWRENCE PARKS AND RECREATION
RENTAL AGREEMENT FOR PARK FACILITIES BY AND BETWEEN
THE CITY OF LAWRENCE PARKS DEPT ("Parks" or "City")
AND _____ ("Renter")
ENTERED INTO THIS _____ DAY OF _____, 20____.

Renter must complete this form in its entirety, pay the security deposit, and abide by all the below terms and conditions. Failure to do so may result in the cancellation of Renter's facility rental request and/or the retention by the City of part or all of the security deposit.

FACILITY REQUESTED:			DATE OF EVENT:	
RENTER'S NAME:			RENTER'S ADDRESS:	
RENTER'S PHONE:			CITY/STATE/ ZIP CODE:	
TYPE OF FUNCTION:				
START/ STOP TIMES:			ESTIMATED ATTENDANCE:	

Terms and Conditions: Renters must thoroughly read and initial the following to ensure understanding of the terms and conditions in order to secure the reservation.	**INITIAL EACH BOX**
1. Pay a two hundred fifty dollar ($250.00) security deposit in cash or check only. Checks should be made payable to Lawrence Parks Department. **We cannot accept credit cards at this time, nor can we hold checks for any reason. All money will be processed through the City Controller's office on the day it is received.**	
2. Outdoor rental times are dawn to dusk.	
3. Indoor rental times end at 11:00 p.m. and clean-up must be completed by midnight.	
4. Buildings, shelters and rooms are rented in as-is condition. Renter is required to set up the facility and return the facility to its original condition.	
5. For-Profit and fundraising events will only be allowed on Parks property with separate authorization from Parks. Renter has either attached said authorization to this contract or certifies that this event is not a for-profit or fundraising event.	
6. Non-for-profit organizations must supply State Tax Exemption Documentation or 501(C)3 documentation simultaneously with this contract.	
7. Renter shall pick up a key to the facility one business day prior to event, if scheduled for Saturday, Sunday or holiday. Proof of payment in full will be required to acquire a facility key. Keys must be returned on the next business day.	
8. In conjunction with the Indiana CLEAN Community Challenge, we request that our guests, caterers, and other vendors use recyclable materials (and utilize recycling containers) when using disposable products in our facilities.	
9. In all buildings, please tie your trash bags up and leave them INSIDE near the door. Our maintenance staff will be by either later in the evening or the next	

morning to remove the trash bags.	
10. **Parks-approved security will be required for events with attendance exceeding fifty (50) people or events scheduled past 8:00 p.m.** (This is to be arranged through the Lawrence Police Department at #317-549-6404. Standard rates will apply along with a four-hour minimum.) Security coverage must be as follows: one officer for events with attendance of 50-100; two officers for events with expected attendance of 100-150.	
11. The attendance at the event shall not exceed the maximum allowance per the Fire Marshall's standards. (45 people at Communities Activities Center; 150 people at Jenn Park, Community Center, or Sterrett Center). If an event's attendance exceeds the maximum attendance allowed by these standards, the event will be shut down.	
12. Security and/or police officers will have access to the event at all times. They are there for your safety.	
13. There will be no firearms on or near any Parks property.	
14. If you are serving alcohol at your event (INDOOR FACILITIES ONLY) **you are required to purchase a temporary liquor license from the Marion County Alcohol & Tobacco Commission (317-232-2430) as well as a one million dollar ($1,000,000.00) liability insurance policy which names the City of Lawrence as an additional insured.** If your caterer has a valid liquor license, you may not need a separate one. Inquire with the County ATC if you are unsure. You are required to show proof of both licensing and insurance fifteen (15) business days prior to the event. You also need to keep your license and insurance form handy during your event. Alcohol use is strictly prohibited at all outdoor facilities in the City of Lawrence Parks. I understand that alcohol is prohibited unless I have provided the liquor license and proof of insurance as required above. If I fail to meet the above conditions and serve alcohol or allow my guests to have alcohol, I understand that my deposit will be retained and I may face possible criminal charges and/or additional fines or penalties.	
15. If renting the Sterrett Center, no food or drink is to be served or brought onto carpeted area.	
16. Your reservation is not confirmed and this contract does not take effect until the deposit check clears.	
17. The City of Lawrence retains the right to cancel for any reason; the security deposit will be returned at the discretion of the City, but will not be unreasonably withheld.	
18. Security deposits may be retained for any of, but not limited to, the following reasons: failure to obtain necessary permits, licenses, or insurance coverage, failure to submit proof of insurance, failure to obtain security, cancellation within 14 days of event date, no-shows, damaged incurred to facility during event, or any other violation of these terms and conditions.	
19. Refunds may take up to 8 weeks to be processed and paid. All refunds will be processed through the City of Lawrence controller's office. Refunds are NOT returned on-site in the Parks' office.	
20. Renter must be present at facility throughout course of event. Renter understands and takes full responsibility that all rules and regulations will be followed by his/her guests.	

21. Renter agrees to pay to the City of Lawrence Department of Parks and Recreation any costs arising due to any damage incurred during the above function. The damage deposit will only be returned after a satisfactory inspection by a City of Lawrence Department of Parks and Recreation staff member.	
22. The following documents are due to the Parks Department fifteen (15) days prior to the requested event: reservation paid in full by check or cash; copy of liquor license if applicable; proof of security being hired if applicable; copy of insurance policy naming City of Lawrence as additional insured.	
23. Falsification of information on this form or pertaining to this event shall lead to a minimum fine of $500.00 and prosecution to the fullest extent of the law.	

I HAVE READ AND UNDERSTAND THE ABOVE AND AGREE TO FULLY COMPLY WITH THE TERMS AND CONDITIONS OF THIS RENTAL AGREEMENT.

_____ _____

Signature Date

OFFICE USE ONLY

		Check #	Date	Amt Paid	Balance	Receipt #
Deposit	$250.00					
Center Rental						
Tax exempt # (not-for-profit only)						
Active Duty Military?		Proof of active duty attached?		First rental this year?		-25% on one rental per year
Resident/Non-resident?		Proof of Residency attached?		Copy of identification attached?		Done:
Serving Alcohol?						

Insurance Certification:		Cancellation Requested Date	
Refund Requested		Refund Payment made on (date):	
Proof of Security Arrangements?		Confirm full Payment:	
Balance of Rental Amount Due by:			

PARKS OFFICE IS OPEN 8 A.M. TO 4 P.M. MON-FRI
PHONE 317-549-4815
FAX 317-549-6410
EMAIL PARKS@CITYOFLAWRENCE.ORG