



CITY OF  
LAWRENCE  
**PARKS AND  
RECREATION**

**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 rental rate, 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 rental payment.

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:	
<b>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.</b>			<b>INITIAL EACH BOX</b>
1. Outdoor rental times are dawn to dusk.			
2. <b>Parks-approved security will be required for events with attendance exceeding fifty (50) people or events scheduled past 8:00 p.m.</b> (This is to be arranged through Officer Mel Keaton at #317-514-6931. Standard rates will apply along with a four-hour minimum.) Security coverage must be as follows: one City of Lawrence Police officer for events with attendance of 50-100; two City of Lawrence Police officers for events with expected attendance of 100-150.			
3. 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.			
4. There will be no firearms on or near any Parks property.			
5. 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.			
6. <b>Renter agrees that rental payments are not refundable if the event is cancelled or rescheduled.</b>			

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date