

TOWN OF ROSSVILLE

ROSSVILLE TOWN PARK PAVILION RENTAL AGREEMENT

RENTAL FEE FOR INDIVIDUALS RESIDING WITHIN THE ROSSVILLE SCHOOL DISTRICT						RENTAL FEE FOR INDIVIDUALS RESIDING OUTSIDE THE ROSSVILLE SCHOOL DISTRICT		
RENT: \$100.00	TAX (7%): \$7.00	TOTAL RENTAL FEE: \$107.00		RENT: \$150.00	TAX (7%): \$10.50	TOTAL RENTAL FEE: \$160.50		
THERE IS A \$100.00 DAMAGE DEPOSIT REQUIRED.								
MAKE CHECKS PAYABLE TO <u>TOWN OF ROSSVILLE</u>								

RENTAL APPLICATION				
DATE APPLICATION COMPLETED:				
NAME:				
ADDRESS:				
CITY:		STATE: INDIANA	ZIP CODE:	
HOME PHONE:		CELL PHONE:		
DATE OF EVENT:				
TYPE OF EVENT:				

FOR OFFICE USE ONLY				
RENTAL FEE		DEPOSIT REFUND		
Amount	\$	No Damage <input type="checkbox"/>	Damages <input type="checkbox"/>	
Check #, MO #, Cash			Damages requiring cleaning or repair:	
Date Received				
DEPOSIT		Processing of Deposit Payment: Voided/Destroyed <input type="checkbox"/> Returned <input type="checkbox"/>	Amount of Damage	\$
Amount	\$		Total Amount Refunded	\$
Check #, MO #, Cash			Town's Check #	
Date Received			Date Processed	

The Town of Rossville and the individual(s) and/or organization(s) named on the rental application page (hereafter known as “LESSEE”) enter into the following rental agreement for the Rossville Town Park Pavilion under the following terms and conditions:

1. A reservation is not considered complete until the LESSEE has submitted this signed agreement with the rental fee and damage deposit to the Rossville Town Hall at 17 W. Main Street, P.O. Box 550, Rossville, IN 46065. Reservations can be made up to one year in advance.
2. Tax is to be added to all rental fees.
3. Rental fees for the Town Park Pavilion are charged in two different ways:
 - Individuals who reside within the Rossville School District are charged \$100.00 plus state tax for the rental fee.
 - Individuals who reside outside the Rossville School District are charged \$150.00 plus state tax for the rental fee.
4. **Cancelation Policy**— If a person or organization notifies the Clerk-Treasurer more than ninety (90) days before its use of its intent to cancel its reservation, the prepayment shall be refunded in full. If the Clerk-Treasurer is notified less than ninety (90) days prior to the shelter use, the above prepayment shall not be refunded.
5. LESSEE shall have possession of the premises on the stated date of event. The rental time the premises may be occupied is the same as Rossville Town Park hours which are April 1st - October 31st, 5:00 a.m. to 11:00 p.m., and November 1st - March 31st, 5:00 a.m. to 10:00 p.m. **Occupying the facility early or staying past the specified hours of the Town Park will result in additional rental fees and/or withholding from your deposit.**
6. A key will be issued to the LESSEE for the use of the pavilion. Please pick up the key at the Rossville Town Hall during the office hours of 8:00 a.m. - 12:00 p.m. and 1:00 - 3:00 p.m., Monday - Friday. The earliest a key may be picked up is two (2) days before the LESSEE'S scheduled event. There will be a \$10.00 charge deducted from your deposit if the key is not returned to the Rossville Town Hall within 24 hours after the end of the event. If you are returning the key after office hours, it may be placed in the overnight drop box at the entrance of the Town Hall.
7. **Even though a key is issued prior to rental time, the LESSEE agrees NOT to occupy the premises outside of the scheduled date of event and Rossville Town Park hours. Early decorating or late clean up outside of the hours stated in this rental agreement are not allowed.**
8. A damage/cleaning/key deposit of \$100.00 is paid at the time this rental agreement is executed and shall be returned to the LESSEE if the premises are left in the same condition after the LESSEE vacates as it was immediately prior to occupancy thereof by LESSEE. **Any extra expenses incurred for additional cleaning by Town of Rossville employees will be deducted from the deposit.**
9. The LESSEE hereby warrants that they will be personally responsible for the cost of repair of any damage over and above that covered by the damage deposit.
10. The LESSEE recognizes that the Town of Rossville is **NOT** responsible for lost or stolen items of any kind, or any items that are not picked up at the end of the event.

11. **THE TOWN PARK PAVILION IS A NON-SMOKING FACILITY. THE USE OF TOBACCO PRODUCTS ON THE PREMISES IS PROHIBITED.**
12. **THE POSSESSION OR CONSUMPTION OF ALCOHOL IN THE TOWN PARK PAVILION AND/OR THE ROSSVILLE TOWN PARK IS PROHIBITED.**
13. Nothing is to be attached or taped to the walls of the Town Park Pavilion. This includes any type of decorations, banners, or items for display. The use of nails, tacks, staples, tape, etc. is prohibited.
14. The use of confetti, including, but not limited to paper, rice, or birdseed is not allowed. No silly string.
15. Do not sit or stand on the tables; do not stand on the chairs.
16. If tables or chairs are taken from the storage room, they may need to be wiped down before using.
17. Do not allow your guests to prop their feet or lean their chairs against the shelter house walls. Doing so leaves shoe prints, marks, and scratches on the walls. If this occurs, it will be considered damage to the shelter house and the cost for repairs/cleaning will be withheld from the deposit.
18. If you have opened the blinds, please close them before leaving.
19. No gas or charcoal grills are allowed to be used under the porch/eaves of the Town Park Pavilion.
20. The LESSEE acknowledges receipt of a checklist/rules for the use of the Town Park Pavilion and understands the financial obligation that will be incurred if any or all the items on the checklist are not completed satisfactorily.
21. The LESSEE understands that any Town of Rossville employee has the right to enter the rented premises at any time.
22. If the LESSEE breaches any term or provision of this rental agreement, which breach shall require the Town of Rossville to seek the aid of legal counsel and/or initiate any legal proceedings, the LESSEE shall be liable to the Town of Rossville for Rossville's reasonable attorney fees, court costs, and other expenses.
23. The LESSEE, on behalf of himself, his guests, his invitees, and all those using the property, discharges, releases, and holds harmless the Town of Rossville, Indiana, and its employees, agents, and assigns from all claims, injuries, deaths, property damage, or liability whatsoever, which we now have or hereafter may have, as a result of use of the premises at the Rossville Town Park.
24. The LESSEE hereby acknowledges that he/she has read this rental agreement and will comply with all the terms and provisions.

**** READ THIS AGREEMENT BEFORE SIGNING ****

Applicant's signature: _____ Date: _____

**Return completed rental agreement and payment to:
Town of Rossville
17 W. Main Street, P.O. Box 550
Rossville, IN 46065**