

Harvey County Parks Building Rental Agreement

contract # **99-???**

Our records show that you have reserved Any Building on Saturday, May 09, 2009, from 8 A.M. to midnight.
 Combination: ???

ALL OF THE FOLLOWING POLICIES AND PROCEDURES MUST BE FOLLOWED TO INSURE REFUND OF YOUR SECURITY DEPOSIT. READ CAREFULLY!

Shelter Policies

- 1) Any event which will require any form of admission, or sell any product or service to any user of the facility shall require approval in advance from the Harvey County Parks Advisory Board.
- 2) Shelters will not be rented to anyone under the age of 21.
- 3) **No one under the age of 21 is to be served or allowed to consume alcohol in any Harvey County Park shelter or on park property. Anyone consuming alcohol within or near any shelter may be required to show proof of age to any Park Ranger upon request. Failure to produce proof of age may result in expulsion from the park and the cancellation of the event taking place. If underage drinking occurs the offender will be legally charged as well as the individual hosting the event.**
- 4) Renters must obtain prior approval for amplified sound from a Park Ranger. Approved amplified sound must be turned off by 10:00 pm and may not be turned back on until 8:00 am unless other arrangements have been made in advance with the Park Ranger. This may include approval from the board of county commissioners and must be presented one month before the date of the reservation.
- 5) All shelter reservations shall run from 8:00 am - Midnight unless consecutive days are rented by the same group. **All cleaning must be completed and everyone must leave the shelter by midnight. If parties remain past the agreed upon time limit deposits may/will be retained.**
- 6) All reservations are required to pay a \$200.00 cleanup/damage deposit in order to insure the cleanliness and care of the facility.
- 7) Deposit Policy: A park ranger will inspect the building following rental. Renter does not need to be present or need to contact ranger for inspection. If the shelter is found in unsatisfactory condition, or if any of the agreed upon conditions are not met, the deposit can/will be retained. If such is the case, the renter will be notified by telephone or by mail. If the shelter is found in satisfactory condition and all conditions of the agreement are met, the deposit will be refunded by mail within 30 days.
- 8) Full rent payment is due at time of reservation. The \$200 cleaning/damage deposit will be due 30 days prior to event. Any booking within 30 days of the event will require full **cash** payment at time of reservation. A \$50 processing fee will be charged for change of date.
- 9) Cancellation Policy: Cancellation of event must be made prior to 30 days before reservation date for refund. \$50 of the rental fee per day will be kept if cancellation is made. Any cancellation with less than 30 days of reservation date will **NOT** be eligible for a refund.
- 10) Decorating of interior or exterior walls is strictly prohibited. Prior approval of any decorations must be obtained from a Park Ranger. Absolutely no nails, staples, tacks, anything that would puncture surface. **NO EXCEPTIONS.**
- 11) All trash generating activities, i.e., throwing bird seed at wedding receptions, piñatas, water balloon competitions, confetti, etc., must be closely monitored and all trash picked up and placed in receptacle.

Cleanup Procedure (must be followed to insure refund of cleaning/damage deposit)

Cleaning supplies are located within the cleaning closet inside the shelter

- A. Wipe off all interior and exterior tables and chairs and return them to their original location.
- B. Dump all trash cans located within and around the shelter into the nearest large hopper located outside the shelter. This includes any cans located within the restrooms. If you are not sure of the location of the large hopper please ask a Park Ranger. Hoppers are located in different locations in each park. Replace trash can liners with those provided.
- C. Sweep floors with a broom or dust broom, including porch area.
- D. Mop the entire floor inside facility, kitchen area, restrooms, and any spills on porch area. **Rinse out the mop and bucket with clean water and hang the mop back up to dry.**
- E. Wipe off surfaces in kitchen and remove all personal belongings from the cupboards and from the refrigerator/freezer. This includes unused bags of ice.
- F. Clean restrooms. This includes, but is not limited to, cleaning the mirrors, wiping down sink and toilet bowl surfaces with disinfectant, filling toilet paper dispensers, mopping floors, and emptying trash.
- G. Read instructions next to thermostat and adjust accordingly.
- H. Turn off all interior and exterior lights including those in the restrooms. Turn off ceiling fans if applicable.
 - I. Pick up and dispose of all trash in the parking lot and the surrounding areas.
 - J. Close and lock all windows and doors. Close and lock gates where applicable.

Rental Fee:	\$150.00	Paid on :	February 16, 2009
Cleanup/Damage deposit:	\$200.00	Due Date:	April 9, 2009
May take up to 30 days for refund			

RETURN TOP COPY TO
Harvey County Parks
314 N. Eastlake Rd.
Newton, KS. 67114

Please contact Kass Miller at (316) 283-5420 with any concerns or issues with your rental

Signed: _____
 Date: month day year

Name: Happy Renter
 Address: 1234 Any St
 City: Any Town USA 12345
 Phone: (316) 876-5309 or _____

Failure to return signed form and payment by due dates will result in cancellation of reservation.

E-mail: myemail@gmail.com