

## BEDFORD PARKS DEPARTMENT RENTAL AGREEMENT

For and in consideration of \$ \_\_\_\_\_, rental fees and \$ \_\_\_\_\_, deposit, the receipts being hereby acknowledged, the undersigned hereby is authorized by the City of Bedford to use the facility known as \_\_\_\_\_ from **8:00 a.m. until 11:00 p.m.** (All Park grounds and facilities close at 11:00 p.m.), subject to the following terms and conditions;

1. Lessee shall indemnify, defend, and hold harmless the lessor and their respective officers, directors, employees and agents from and against all claims, damages, demands, losses, expenses, fines, causes of action, suits or other liabilities, (including all cost reasonable attorneys' fees, consequential damages, and punitive damages), arising out of or resulting from, or alleged to arise from, the rental, use and occupancy of the facility by lessee and lessee's invitees and licensees.
2. Park facilities are non-profit in nature. No goods or services may be sold for a profit or admission charged by an individual or for-profit business.
3. Fundraisers for non-profit and civic organizations are permitted subject to approval by the City of Bedford Park and Recreation Board. Completion of the Bedford Parks and Recreation Department Rental Agreement will constitute a formal request that will be submitted for consideration by the Park and Recreation Board. Non-profit fundraising requests will be considered at regularly scheduled Park and Recreation Board meetings, which are held the third Tuesday of each month at 5:30 PM.
4. The undersigned agrees to take premises as is and to return the same condition, ordinary wear and tear expected.
5. Inflatable bounce houses, and the like, are not permissible on Park property.
6. The undersigned agrees, when renting Otis Park Shelter House, the Bath House or the Red Brick Building, no one is allowed on the playing area of the Golf Course.
7. Trash and debris shall be placed in designated containers before leaving premises.
8. Smoking is not permitted in the shelter houses or within 8 feet of entry ways.
9. The undersigned shall not permit any person or persons to do anything on or about the premises that constitutes a violation of either the laws of the State of Indiana, or the City of Bedford, Indiana.
10. If cleaning of the shelter should require longer than one (1) hour, additional cleaning fees will be taken from deposit at a rate of \$20.00 per hour.
11. Do not adjust the thermostat control in the Shelter Houses.
12. No taping, tacking or nailing of any objects to the walls, windowsills, nor floors will be allowed.
13. Should any additional tables or chairs be removed from the storage closets at any shelter, they must be returned to the closet before leaving the facility.
14. All items brought into Shelter Houses must be removed when renters leave premises. This includes items from food to rented equipment. No exceptions.
15. Should there be any malfunctions, questions, or concerns during your rented time; please contact the Parks Department at one of the emergency numbers posted in the shelter.
16. Deposits will be refunded following the monthly Park Board Meeting, held the third Tuesday of each month; checks will be issued in the name of the deposit payee and available to be picked up at the Park Office the following day after 7:00 am.
17. The undersigned agrees to secure and lock the facility upon leaving it and to return the key to the City by 4:00 p.m. on \_\_\_\_\_.

\_\_\_\_\_  
Name of Requesting Individual or Organization

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Home or Business Phone

\_\_\_\_\_  
Mobile Phone

Is this an  Individual  For-Profit Organization  Non-Profit/Civic Organization

Will there be a fundraising event  YES  NO

If the purpose of the event is fundraising, please describe the event and who or what organization will receive the proceeds.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**By executing this rental agreement, the undersigned agrees to fully comply with the previously listed terms and conditions.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Approved by City of Bedford Park and Recreation Staff**

Signed: \_\_\_\_\_

Park and Recreation Staff

Date: \_\_\_\_\_

**Approved by the City of Bedford Park and Recreation Board if park facilities are being requested to host a fundraising event for a non-profit or civic organization**

Signed: \_\_\_\_\_

Park and Recreation Board President

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

Park and Recreation Board Secretary

Date: \_\_\_\_\_

(Revised 02/17/2015)