

Jennings County Parks and Recreation
Dining Hall Rental Agreement

Name of applicant: _____ Date/s of rental: _____

Home ph: _____

Address of applicant: _____ cell ph: _____

Applicant is a: County entity 501c3 Neither a County entity or 501c3

Rental Agreement

1. **A rental Day:** The dining hall is rented on a daily basis during the hours of 6:00 AM through 2:00 AM only.
2. **Entry to the Hall:** No entry to the hall outside of the rented day time of 6:00AM to 2:00 AM is allowed.
3. **Discount Available:** A rental discount is available for a two day, Friday and Saturday rental of the hall. No other days qualify for a 2-day discount.
4. **Deposit Refund Timelines:** Refunds of deposits due to cancellation are available only up to 3 weeks prior to the scheduled rental date. No refund will be made during the 3 weeks period prior to the rental date.
5. **Hanging signs, Banners, etc.:** Hooks are available within the hall for the hanging of posters, signs etc. All usage of tacks, staples, tape or other adhesives or markers is prohibited in the hall. Usage of such items will be considered "damage", and removal and/or repair following usage of such items will be subtracted from the damage deposit.
6. **Damage Deposit Fee:** The damage deposit fee for each rental agreement is \$100.00 ***and will be refunded in whole*** upon confirmation by park staff that the hall has been left in the same clean and safe status that it was found, and that no damage was sustained during the rental period.
7. **Renter's Checklist:** The checklist on the reverse of this form is to be used by the renter to ensure the hall is returned to a safe and healthy status following its usage. The checklist will be used by park staff to determine if costs against the deposit are indicated.
8. **Costs Against Damage Deposit:** Clean-up and repair of damage by park staff following rental of the hall will be charged at \$50.00 per hour, against the damage deposit.
9. **Costs beyond the \$100.00 Damage Deposit:** Damage amounting to more than the \$100.00 deposit may be pursued through legal channels.
10. **Cleaning tools and supplies:** Trash bags, brooms, mops, and other cleaning equipment and supplies are available in the dining hall. Should a renter need items not available, they can be procured by contacting the park staff on duty.
11. **Receipt for deposit:** A numbered key to the hall will be provided to the renter upon receipt of the \$100.00 damage deposit. The numbered key is the renter's receipt of the park's receiving the deposit.
12. **Trash Removal:** Customer is responsible to remove all trash from the building. Initials _____

My signature below confirms that I have read the rental agreement and Dining Hall Checklist, and that I understand and agree to both. I further understand that should I fail to comply with the rental agreement and/or the checklist requirements, charges will be subtracted from my deposit as outlined above. I also understand that if the hall is not in a clean, orderly and safe status upon initial entry to the hall, that I must notify park staff prior to my actual usage of so that problems can be rectified by park staff. I understand that this early notification is required to ensure that I am not held accountable and subject to loss of some or all of my damage deposit.

Signature of dining hall renter

date signed

Number of key provided to renter: _____ Park Staff signature: _____

*Original copy to renter upon signature

*Copy maintained by park administration to be used following rental to document findings

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Dining Hall Checklist for Renters

The Dining Hall is equipped with heat and air conditioned. Please return thermostat to original setting.

The park staff is pleased to provide park visitors the opportunity to use the Dining Hall located at Muscatatuck Park. The staff takes effort to ensure the hall is in a healthy and safe environment prior to each rental, and staff is grateful to each renter for their efforts at returning the hall to its original status so that the next visitor using the hall can enjoy it as you have.

The following checklist should be read prior to signing the Dining Hall Rental Agreement, and should be used by each renter following hall usage to ensure hall is left in good condition so as to receive damage deposit in full.

Park staff will use this check list following hall rental to determine if renter complied with the rental agreement

1. Do not use tacks, staples, tape or other adhesive or markers to hang any item.
Found compliant by park staff? Yes___ No___ Park Staff Initials: _____
2. Wipe clean all table tops.
Found compliant by park staff? Yes___ No___ Park Staff Initials: _____
3. Sweep floor of all debris.
Found compliant by park staff? Yes___ No___ Park Staff Initials: _____
4. Mop floor to insure clean surface.
Found compliant by park staff? Yes___ No___ Park Staff Initials: _____
5. Clean all sinks and food preparation areas.
Found compliant by park staff? Yes___ No___ Park Staff Initials: _____
6. Clean refrigerator of any spills.
Found compliant by park staff? Yes___ No___ Park Staff Initials: _____
7. Clean toilets and restock tissue dispensers as needed.
Found compliant by park staff? Yes___ No___ Park Staff Initials: _____
8. Return all tables and chairs to their original positions.
Found compliant by park staff? Yes___ No___ Park Staff Initials: _____
9. Ensure thermostat, stoves, faucets, refrigerator, lights, & locks are correct prior to leaving building.
Found compliant by park staff? Yes___ No___ Park Staff Initials: _____

Description of all "no" findings made by park staff, & associated costs associated with each negative finding: