

*MONTICELLO CITY PARKS & RECREATION
ANHEIER BUILDING RESERVATION AGREEMENT
(GREAT ROOM)
Seating Capacity 80*

Renters may use the facility only for the purpose of private functions (birthday parties, receptions, reunions, etc.) or meetings for non-profit community service organizations unless otherwise approved by the Park Superintendent

*Reservations can be made up to one year in advance
Reservation fee includes use of the Great Room (tables & chairs) & kitchen
Restrooms are available*

AGREEMENT

This agreement is entered into by and between the Monticello Parks & Recreation Department (hereinafter referred to as City) and _____ representing _____ (hereinafter referred to as Renter). The Renter agrees to rent the Great Room from the City on _____ from _____ to _____ for a fee of \$ 200.00. The Renter understands that reservation of the Great Room shall not be considered final until this agreement has been signed, returned and the fee has been paid. The Renter agrees to pay the fee to the City upon execution of this agreement. The fee may be paid in person at the Parks Office located in the Anheier Building at 904 City Park Loop or by mailing the fee to: Monticello Parks & Recreation Department, 225 N. Main Street, Monticello, IN 47960. If the Renter mails the fee in and wishes to have a receipt showing payment of the fee, The Renter must enclose a self addressed, stamped envelope along with the reservation fee.

The Renter also agrees to pay a damage deposit (by separate check) in the amount of \$_____ for the use of the Great Room. The Renter shall be responsible for all damages to the facility and/ or equipment during the Renter's use. If the damages exceed the amount of the damage deposit, the City shall send a bill to the Renter for the additional cost of repair said damages. In the event it becomes necessary for the City to commence litigation in order to collect such damages, or otherwise enforce this agreement, then the City shall also be entitled to its reasonable attorney fees incurred therein.

In the event of a cancellation, the Renter must notify the Park Superintendent no less than 7 days prior to the date originally reserved. Failure to do so will result in forfeiture of the reservation fee. The reservation fee is not refundable if the reservation is made in 7 days or less of the scheduled event.

The Renter agrees to abide by the "Duties of Responsibility and the Reservation Policies" that are listed on the back of this document. Signature of this agreement acknowledges that the Renter has read the "Duties of Responsibility and Reservation Policies."

This agreement is entered into on the date when both parties have signed the agreement and it has been returned to the Parks and Recreation Office.

Adjustment to the reservation and/or damage deposit fees may be made at the discretion of the Parks Superintendent.

DUTIES OF RESPONSIBILITY

(RENTER)

1. The renter is responsible for setting up the great room for their gathering and cleaning it after use. Enough tables and chairs are available for 80 people and can be found in the storage closet on the west side of the room. When the gathering is over, the renter is responsible for cleaning all tables and chairs used for their gathering and returning them to the storage area.
2. If the Kitchen is utilized for the gathering, renter must clean all appliance, wipe down counter tops, and sweep the floors after use.
3. USE OF THE DISH WASHER IS PROHIBITED.
4. **All spills must be blotted up and stains must be cleaned from the carpet immediately.**
5. The renter is to provide their own cleaning supplies.
6. When the gathering is over, all trash and decorations are to be removed from the facility and may be placed in the dumpster located next to the garage at the south end of the park.
7. The renter must be out of the building by the end of the reservation time scheduled. Enough time should be allowed for setting up and cleaning the facility within the time period reserved.
8. The doors of the building will not to be propped open during use.

(PARKS DEPARTMENT)

1. Open & Close Facility (10 Min. before & after Res. Time)
2. Provide Vacuum Cleaner (For use in Great Room)
3. Provide Trash Cans (Located on Back Deck)

RESERVATION POLICES

1. No posters, signs, or decorations of any kind will be attached in any manor to the walls or any part of the building.

2. NO ALCOHOLIC BEVERAGES WILL BE ALLOWED IN THE FACILITY OR ON PARKS PROPERTY

3. NO SMOKING ALLOWED IN THE FACILITY

4. The facility will be left in clean condition at end of reservation (**See Clean up Check List**)
5. No rice, seed or sparkling confetti to be thrown inside or outside of the facility.
6. Renters must be 18 years of age or older to rent the facility. Minors must have adult supervision at all times.
7. Use only the part of the building reserved by your group. Existing decorations, furniture, plants, etc... are not to be disturbed.
8. No animals or pets of any kind are permitted in the building.
9. No gambling. The renter will not charge admission, sell tickets or items, or solicit donations without consent of the Parks Superintendent. This facility is not available to groups for any kind of profitable use.
10. Vehicles are to park in designated areas only and are to remain on paved surfaces within the park.

The renter is responsible for all guest associated with their private event and that rules will be enforced as stated. Failure to follow park policies, especially the use of alcohol or controlled substances, will result in forfeiture of any future rental agreements with the Monticello Parks & Recreation Department.

I am responsible for any infraction of the Reservation Policies, Duties of Responsibilities, and conduct of any person attending my group function. I am also responsible for any damages incurred in the great room, restrooms, or common areas during our reservation.

Signature: _____

(Renter)

Date: _____

Signature: _____

(Monticello Parks & Recreation Department)