

**CLEAR LAKE
CITY PARK SHELTER
RENTAL AGREEMENT**

Today's Date: _____

Date(s) of Event: _____ Hours: _____

Purpose of Rental: _____

Charges:

Party/Open House/Family Gathering/Reunion	\$ 20.00
Subtotal	\$ _____
6.5% sales tax	\$ _____
TOTAL	\$ _____

Date Paid _____

Check # _____ Cash _____ or Credit Card _____

Rental Deposit:	\$ 20.00
Deposit Date:	_____
Amount Paid:	_____
Check# _____	Cash _____ CC _____
This Rental Deposit will be returned to you or shredded after no damage is reported following your event.	

It is further agreed that the second party shall assume all responsibility and liability for any injury or damage to person or property at the Clear Lake City Park Shelter during the above rental period and that one of the considerations for this rental agreement is that the second party shall absolve and hold the first party free from all injury and damage during the time that the second party uses the Park Shelter under this agreement. I have received a copy of the current rules and regulations concerning this facility.

Please Print:

Organization/Person(s) _____

Mailing Address _____

Phone # _____

Signature(s) _____

* The Grantee indemnifies and holds the City of Clear Lake and all its officers, employees and agents against all claims, losses, or liabilities arising from the use of said area arising from but not limited to, the actions of the designed function or activity, but also from the general use of the park shelter. Grantee shall abide by all local ordinances, as well as state and federal laws.

RULES AND REGULATIONS

1. Reservation information may be obtained by calling the City Office. The City will have priority in scheduling events and activities. All other requests will be scheduled on a first-come, first-serve basis. All requests must have the written application signed before the rental agreement becomes effective.
2. No sublet shall be initiated by the Grantee.
3. Grantee will be made aware of the general policies of the Clear Lake Park Shelter and they will be responsible to abide by such policies and rules.
4. **Grantee will be financially responsible for any and all damage to equipment, facilities, and grounds as a result of their use and shall reimburse the City in full for the expense of such damage. This includes excessive clean up.**
 - a) Grantee agrees that the rental deposit will be forfeited if any damage does occur and additional payment may be required if damage is substantial.
5. Grantee will perform the following duties within the prescribed time frame:
 - a) Set up and removal of all decorations. This includes any tape or any other materials used to put decorations up.
 - b) Clean up and place all trash in the proper containers
 - c) Wipe off tables
 - d) Have all persons leave the rental area no later than the ending time indicated on the rental agreement.
 - e) Door must be locked at the completion of the event and the key should be dropped off in the drop box located outside the front door of the municipal building. There will be an additional fee if keys are lost, or not returned in a timely manner.
 - f) All food items are to be removed from the refrigerator at the conclusion of your event. Any items left in the refrigerator will be disposed of by the janitorial staff.
 - g) It is generally expected that the Grantee leave the occupied area in the same condition in which it was found.
6. No Smoking/Drugs: The Clear Lake Park Shelter is a no smoking facility and the use of illegal drugs is strictly prohibited.
7. If renting or making available the use of its facility the City of Clear Lake assumes no responsibility for:
 - a) Loss or damage to any property placed on the premises by the Grantee
 - b) Loss or damage to any property or personal effects, including motor vehicles and their contents of the Grantee, its members, employees, agents, participants, guests, or attendees
8. All questions, concerns and suggestions regarding this document should be directed to the City Office at 605-874-2121.