



## Middlebury Parks Facility Rental Agreement

The Park Board hopes that you will enjoy our parks. Any questions regarding the Park Facility Rental Policy and/or the terms of this Facility Rental Agreement may be referred to the Park Manager at 574-825-1499.

The undersigned User acknowledges that he/she has read and agrees to comply with the Facility Rental Policy governing the use of the Middlebury parks and associated facilities. The undersigned accepts full responsibility for any damage to the Middlebury parks and/or associated facilities described below during such use. The user further agrees to defend, hold harmless, release, and indemnify the Middlebury Park Board and the Town of Middlebury from any and all claims, losses, damages, and lawsuits caused by, arising from, or related to the use in any manner whatsoever of the Middlebury parks and/or associated facilities by the group or organization described below. Unreserved park areas are open to public use.

**Reserved Facilities and Rental Fee (Indiana sales and use tax (7%) also collected in addition to the rental fee) (Check *all that apply*):**

	<u>Resident</u>	<u>Non-resident</u>
___ Memorial Park band stand (w/electricity)	\$50 + \$3.50	\$75 + \$5.25
___ Memorial Park gazebo	\$50 + \$3.50	\$75 + \$5.25
___ East Park pavilion (w/electricity)	\$50 + \$3.50	\$75 + \$5.25
___ Riverbend Park pavilion (w/electricity)	\$50 + \$3.50	\$75 + \$5.25
___ Greenway Trail pavilion (w/electricity)	\$50 + \$3.50	\$75 + \$5.25
___ Krider World's Fair Garden	\$150 + \$10.50	\$200 + \$14

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Group or Organization (if applicable): \_\_\_\_\_  
(If tax exempt, include Form ST-105)

User Name: \_\_\_\_\_

User Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Special Provision Requested (check all that apply):

- Use beyond normal park hours \_\_\_\_\_ Use of a fire \_\_\_\_\_  
Sell or solicit, advertise, photograph or promote commercial products or events \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Town Use

Special Provisions (Park Manager Initial): Approved \_\_\_\_\_ Denied \_\_\_\_\_

Rental Fee plus tax: \_\_\_\_\_ Check No: \_\_\_\_\_ Receipt No: \_\_\_\_\_

Town Rep. Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Town of Middlebury  
Parks Department**

**Facility Rental Policy**

The Town of Middlebury Park and Recreation Department (Park Department) is charged with the care and maintenance of the Middlebury parks and associated facilities. In order to carry out this responsibility, the Town of Middlebury Park and Recreation Board (Park Board) has established the following standards for users of the parks and those facilities.

1. Use of the Middlebury parks and associated facilities are available to the public without previous notice during posted times.
2. Reservations are required for a group or private party who desires use of any park and/or associated facilities for special activities such as weddings, reunions, company parties, festivals, etc. At the time a reservation is made, approximate starting and ending times for the activity must be provided. Unreserved park areas are open to public use.
3. All users of any park and/or associated facilities will be required to sign a Facility Rental Agreement and pay a rental fee according to the schedule below before a reservation will be recorded. **Indiana sales and use tax (7%) will also be collected in addition to the rental fee.** (If tax exempt, Form ST-105 must be submitted with the Rental Agreement)

		<u>Resident</u>	<u>Non-resident</u>
Memorial Park band stand	(105 N. Main St)	\$50	\$75
Memorial Park gazebo	(105 N. Main St)	\$50	\$75
East Park pavilion	(108 N. Main St)	\$50	\$75
Riverbend Park pavilion	(511 E. Warren St)	\$50	\$75
Greenway Trail pavilion	(302 Bristol Ave)	\$50	\$75
Krider World's Fair Garden	(302 Bristol Ave)	\$150	\$200

(Activities in Krider World's Fair Garden shall not impede the view of the Quilt Garden from the designated observation area along the Greenway Trail.)

4. Use of any park and/or associated facilities reserved must be made by a person 21 years of age or older. If use of any park and/or associated facilities reserved is for a group of people under the age of 21 years, a parent or legal guardian age 21 or older must be present at all times.
5. Resident status will be determined based on the address of the user completing the Facility Rental Agreement. Users' driver's license may be required to verify Middlebury residency status.
6. Reservations for any park and/or associated facilities must be made at least thirty (30) calendar days (or as soon as possible) prior to the reservation date and will be made on a first come, first serve basis. The rental fee and tax must be received at the time that the park and/or associated facilities are reserved.

7. Reservations may be requested up to one (1) year in advance of the requested reservation date.
8. A check made payable to the Town of Middlebury Park Department or cash can be used to pay the rental fee and tax. Such monies collected will be submitted to the Town Clerk at the Town Hall for deposit into the Park Non-Reverting Operating Fund.
9. If cancellation of the reservation is made at least seven (7) calendar days prior to the reservation date, all monies collected will be returned to the user; otherwise the funds will be retained. Inclement weather is not a valid reason for a refund unless the park has been officially closed to the public.
10. Town of Middlebury activities will be given priority. The Park Department reserves the right to revoke reservations at any time. Notice will be given as soon as possible, and all monies will be returned to the user in the event of a reservation revocation by the Park Department.
11. All reasonable efforts will be made by the Park Department to groom and maintain all parks and/or associated facilities in good repair and usable order. All users are responsible for maintaining the parks and/or associated facilities as found upon arrival. Any damage or misuse may result in denial of future reservation privileges. The users shall be responsible for all damages caused and all restoration costs incurred by the Park Department.
12. All activity and use of all parks and/or associated facilities must be completed during normal park operating hours of sunrise to sunset, unless previous agreement has been made and stated in the Facility Rental Agreement. If violation occurs, users will be asked to leave the park area.
13. In case of fire or medical emergency, immediately contact 911. For all other non-emergency events, contact the Park Manager at 574-825-1499 or the Middlebury Police Department at 574-825-9111 during regular business hours.
14. The Park Board and the Town of Middlebury assume NO responsibility for accidents, personal injury, property damage, or loss of property.
15. The use, sale, and/or possession of alcoholic beverages and fireworks are strictly prohibited on park property.
16. Fires must be restricted to fire equipment provided such as fireplaces and/or grills, unless previous agreement has been made and stated in the Facility Rental Agreement.
17. The discharge of a firearm is prohibited.
18. All pets and animals must be properly restrained on all park property.
19. No person may sell or solicit, advertise, photograph or promote for sale any commercial product or commercial event on park property, unless previous agreement has been made and stated in the Facility Rental Agreement.