

**DELPHI PARKS DEPARTMENT  
FACILITIES RENTAL AGREEMENT**

**Reservation Date:** \_\_\_\_\_ **Time From** \_\_\_\_\_ **To** \_\_\_\_\_

<u>Facility Rented</u>	<u>Rental</u>	<u>Tax</u>	<u>Total</u>	<u>Deposit</u>	<u>Total</u>
_____ City Park Shelter	\$25	\$1.75	\$26.75	\$50	\$76.75
_____ Riley Cabin	\$50	\$3.50	\$53.50	\$100	\$153.50
_____ Riley Park Shelter	\$25	\$1.75	\$26.75	\$50	\$76.75
_____ Riley Park Gazebo	\$25	\$1.75	\$26.75	\$50	\$76.75
_____ Trailhead Park Shelter	\$25	\$1.75	\$26.75	\$50	\$76.75

I understand there is a rental fee and state tax charged on the rental fee plus a deposit. The deposit will be returned to me shortly after my rental date if I properly maintained the facilities I am using and clean up after I am done. There will be **NO ALCOHOLIC BEVERAGES** at Parks Department facilities. If there is a problem needing immediate attention, please contact the Parks Superintendent, Aaron Lyons, at 765-564-0053.

**Renters of Riley Cabin:**

**If any of the following conditions are not met, I will forfeit the entire deposit:**

- The use of tape, tacks or hooks on the walls or ceiling is not permitted in our facility.
- Sweep the floor (broom and dustpan provided)
- Clean any mess made inside or out
- Remove all trash (2 trash bags provided) – use dumpster at the park
- Turn stove OFF
- Turn thermostat to 62 degrees during winter months; turn thermostat to 78 degrees during summer months
- Turn off all lights except the outside lights
- Lock the doors and windows.
- No one is to be in the building or park past 11:00 PM
- Return the key for the facility to the city office as soon as my rental time is over. If the city office is closed, put the key in the Water Department night box.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Driver's License Number

**Key Number:** \_\_\_\_\_ **Date Returned:** \_\_\_\_\_