

# ***Sunman Community Park Rental Agreement***

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm

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**Facility Requested:** (Checks made payable to Sunman Park Board)

- Campbell Building (includes front shelter) **\$250** (includes \$100 deposit)
- Whole Park & Building (includes all shelters) for wedding reception **\$450** (includes \$200 deposit)
- Long shelter (North side of the park) **\$100.00** (includes \$25 deposit)
- Back shelter (West side of the park) **\$100.00** (includes \$25 deposit)
- Front shelter **\$100.00** (includes \$25 deposit)

## **Facility & Grounds Rental Rules**

- Rented property must be fully cleaned and in order by the end of the event time.
- All trash must be removed and placed in the dumpster located in the parking lot.
- Doors may not be propped open at any time.
- The park is a public space—please be respectful of others using the area.
- Alcohol is prohibited unless a rental agreement explicitly allowing it has been obtained and approved.
- Keep the building clean and leave it as you found it. Use the provided cleaning checklist to ensure all procedures are completed.
- Failure to meet cleaning requirements will result in forfeiture of your deposit.
- No pets are allowed inside the building unless they are service animals.
- All pets on park grounds must remain on a leash and be cleaned up after at all times.
- Motorized vehicles may enter grassy areas only for loading and unloading. All vehicles must be moved back to the parking lot immediately afterward.
- If any grounds damage occurs—including but not limited to ruts, grass damage, or damage to concrete/asphalt—the renter agrees to restore the grounds to their original condition.
- The renter assumes all liability for injury or damage to persons or property and accepts full responsibility for the facility during the rental period.
- The Town of Sunman and its subsidiaries are not responsible for any injury or damage that occurs during the rental period.

**I have read and agree to all conditions set forth in this contract and the accompanying checklist. Failure to comply with the contract and checklist is grounds for forfeiting the deposit or any part thereof.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Official: \_\_\_\_\_

Date: \_\_\_\_\_

***Keys for the Community Building MUST be picked up at the Town Hall on the Thursday before your rental by 4:00 pm and returned the next business day by 4 pm***

# ***Sunman Community Park Rental Agreement***

Rental Amount Paid: \_\_\_\_\_ Deposit Paid: \_\_\_\_\_ Name: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Payment Method: \_\_\_\_\_ Received By: \_\_\_\_\_ Event Date: \_\_\_\_\_

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**Should any issues arise, please get in touch with a member of the park board  
IMMEDIATELY - *Micah Webster 513-406-5619 Julie Brock 812-209-9110***

## ***Sunman Community Park Rental Check List***

### **Campbell Building**

- Tables, chairs, and all items from the storage room** must be returned to their original location.
- Stove, oven, and microwave** must be wiped clean.
- Counters** must be wiped down with cleaner.
- All food brought in must be removed from the premises** at the end of the rental.
- All floors must be swept and mopped**; empty mop water outside. Return mops and brooms to the storage room.
- All mats** must be taken outside and swept.
- Bathroom sink** must be wiped out and **toilet flushed**.
- All trash** must be taken to the dumpster in the parking lot. **Trash and cigarette butts** must be picked up inside and outside.
- No tacks, nails, or tape** may be used on walls.
- Thermostat** must be set to **55° (winter)** or **75° (summer)**.
- All doors and windows** must be fully shut and locked.

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### **Outside Shelters**

- All tables** must be returned to their original shelters.
- All trash** around the shelter must be picked up, and **trash cans emptied** into the dumpster in the parking lot.

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### **Deposit Return Instructions**

To receive your deposit back:

**Return the key and this completed checklist to the Town Hall Key Depository** (located behind Town Hall). Please sign and date the checklist before returning it.

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Signature \_\_\_\_\_

Date \_\_\_\_\_

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Deposit Information: \_\_\_\_\_

Date: \_\_\_\_\_

Return of Deposit Approved by: \_\_\_\_\_ Return of Deposit Denied by: \_\_\_\_\_

Reason Deposit Denied \_\_\_\_\_

***Keys for the Community Building MUST be picked up at the Town Hall on the Thursday before your rental by 4:00 pm and returned the next business day by 4 pm***