

Daily Room Rental Agreement

Please review the following information carefully. Sign, initial and return to the Johnson County Parks Office in person, scan via email to jocopark@co.johnson.in.us or mail it to Johnson County Parks, PO Box 246, Franklin, IN 46131.

- During your event, do not block any roadways, or parking areas with vehicles. Use only designated parking areas.
- Make sure all beverage stands, coolers, etc. are not leaking if they are indoors.
- No open flames allowed. No outside cooking equipment is allowed (personal grills, deep fryers, etc.).
- No amplified music is allowed without prior approval from the park office.
- Children must be supervised at all times.
- Inflatables (Bounce Houses, slides, etc.) and other carnival/festival items are NOT permitted.
- Water features, sprinklers, slides, dunk tanks or any item that requires excessive park resources are NOT permitted.
- Tents larger than 10x10 cannot be erected or placed on park property without prior approval (min. 1 week prior) from the park office.
- There is **NO SMOKING** or e-cigarette usage allowed in any park building at any time. Smokers must be at least 8 feet from any doorway. Cigarette butts must be disposed of properly and not littered throughout the area.
- Clean up after your event. Sweep, vacuum, mop if needed. Return all chairs and tables to storage locations. Cleaning supplies are provided in each rental room. A cleaning list is posted in each room as a reminder. All cleaning **MUST** be completed the same day of your rental. Any property or items left in the facilities will become property of Johnson County Parks and Recreation and may not be returned.
- Rental hours are from 9AM-9PM. If available, you may set-up the night prior to your event. The early set-up fee is \$60 plus tax and you must not enter the building until 3:00pm. If you are caught entering the building prior to 3:00pm will result in paying the full \$120 plus tax room rental fee.
- Please leave the trash inside the cans provided. Do not put liquids into the trash cans.
- **NO STAPLES, NAILS, OR DUCT TAPE.** Thumb tacks are only acceptable on outside posts, but not on the buildings or anywhere inside. Scotch tape may be used, but all traces must be removed before leaving. Ceiling tiles are not to be altered or moved in any way. This includes tucking streamers and other decorations inside.
- Make sure that any windows and doors are shut and locked when you leave the facility.
- **Remove ALL SIGNS, BALLOONS, BANNERS, etc. from park property. Materials found after your event will result in a minimum \$25 fee per item left.**
- Do not force open or damage the thermostat box. Doing so will result in the loss of your damage deposit.
- Any and all damage, including insufficient cleaning, is your responsibility. You must return the key to the Park Office (open Monday-Friday 8AM-4PM and seasonally Saturday 8AM-NOON) or to the drop box on the Park Office porch outside of office hours. If, upon inspection, the facility is found in damaged or unsatisfactory condition, or if the key not returned within 24 hours of the close of your rental, Johnson County Park will retain a portion or the entire damage deposit. If the damage exceeds \$150.00, you will be financially responsible for all additional damage costs. Additional cleanup/damage is charged at a rate of \$25 per hour per employee, plus expenses as necessary to restore or repair the facility.

It is agreed that the applicant and all individuals associated with your event will abide by all State, Federal, and Local laws and ordinances relating to Johnson County Parks and Recreation Department's facilities, grounds, and property. It is further agreed that the applicant and all members, guests, or employees of applicant will execute and submit with this application an agreement, in writing, holding Johnson County Commissioners and Johnson County Soil and Water District and Johnson County Parks and Recreation Department ("the indemnified parties") harmless for any loss or damage, including, but not limited to bodily injury and property damage occurring by reason of, in connection with, or as a result of the use of the facilities, grounds, and property requested.

The organization/individual identified on this contract shall indemnify and hold the indemnified parties harmless from any and all claims, demands, actions, damages, costs and charges to which the indemnified parties may be subject to or which the indemnified parties may have to pay by reason of any injury to any person or property, or loss of life or property resulting from or in any way connected with, the character, condition or use of the premises, or any means of ingress thereto or egress there from, or from the facilities or equipment provided pursuant to this contract, and shall, at its own expense, assume the defense of such claims and actions for damages arising out of such injuries or losses which may be brought against the indemnified parties by any such entity, and shall pay any such judgments that may be rendered in any such actions.

Applicant will be responsible for all costs of staff clean-up after the event, as determined necessary by the Johnson County Park and Recreation Department and will be charged with \$25 per hour per employee, plus expenses as necessary. Applicant further understands that failure to pay these costs within thirty days of the close of the event may subject them to additional legal action to collect all amounts due, and that applicant will be responsible for any expenses incurred by Johnson County and/or the Johnson County Parks and Recreation Department as a cost of collection of these fees, including but not limited to court costs and reasonable attorney's fees.

Please review the following information, initial, sign, and return to the Johnson County Parks Office.

	Initials
I understand that rental fees are non-refundable.	
I understand that if there is a cancellation, I will be issued a credit to use at another time.*	
I understand the the DAMAGE DEPOSIT is refundable, provided there is no cause to retain it.	

***In the event of a public safety emergency, declaration, etc.; rentals may be canceled or rescheduled due to federal, state or local guidelines. If renter cancels the event, the park office must be notified 24 hrs. in advance to receive a credit.**

By signing below, I am agreeing to all the terms and conditions of this contract and have read and understand all of its contents and addendums. I also agree to the rules and conditions above and am responsible for everyone in my event abiding by them.

Room Rented		Date of Rental	
Contact Phone Number		Contact Name	
Signature		Date	

For Office Use Only

Today's Date: _____

Amount of Payment Received: _____
 Check # _____ Cash Charge

Staff Initials: _____

Amount of Deposit Received: _____
 Check # _____ Cash

Staff Initials: _____

Date that Deposit was Returned/Destroyed: _____

Staff Initials: _____ Cash Deposit Returned: _____

Key Number: _____

Staff Initials: _____

Date that Key was Returned: _____

Staff Initials: _____