



## **RENTAL AGREEMENT**

### **RENTAL POLICY**

**By renting these facilities you acknowledge that:**

1. Park & Recreation facilities (clubhouse, shelter houses, community room, natatorium, gymnasium, aquatic center, recreation complex, Monroe Street Center) are maintained by the City of Norwalk for recreation purposes, only, and are not available for general congregation.
2. Priority use and rental of facilities shall be given to Park & Recreation Department sponsored programs and programs of established sponsors of the Park & Recreation Department.
3. The purpose for which rental of facilities is sought together with the identity of all sponsors of the event must be disclosed at time the rental application is submitted. The Park & Recreation Department, in its discretion, may deny or cancel rental of facilities where the purpose or sponsor interferes or conflicts with the overall goals and purposes of the Park & Recreation Department or any existing sponsor.
4. The renter shall hold the City of Norwalk harmless and indemnify it against form any and all claims that might arise out of the rental of the facilities and the renter's use thereof and from any claims arising from any person using the facilities by reason of this rental.
5. The Park & Recreation Department retains the right to deny or cancel any rental if the Department determines that the proposed activity or use of the facility will interfere with or detract from the use or enjoyment of other portions of the park or recreation facilities.
6. The Park & Recreation Department retains the right to deny or cancel any rental if the Department determines that the proposed activity or use of the facility will include or incite violence, crime, unlawful activity or disorderly conduct, or will result in extraordinary or burdensome expense to the City.
7. The Park & Recreation Department retains the right to deny or cancel any rental if the Department determines that false or misleading information has been given in relation to the rental or the application.
8. The Park & Recreation Department reserves the right to assign or reassign, at its sole discretion, the location of any rental to another location of appropriate size to accommodate the proposed usage.
9. All activities shall conform to federal, state, and local laws and ordinances

#### **RELEASE & HOLD HARMLESS AGREEMENT**

The renter hereto further agrees that it will hold the City of Norwalk harmless from any claims that might arise out of the operations and use of said building. The renter further agrees to indemnify the City of Norwalk from any claims, causes of action, or costs that might be incurred by the City of Norwalk in defending any claims or causes(s) of action arising from the renters use of said facility. The City of Norwalk shall have the right to enter upon the leased premises at all reasonable hours for purpose of inspecting.

**- Any advertisements made for your event must include a disclaimer stating that the City of Norwalk & the Norwalk Parks & Recreation department does not endorse the event.**

**- A severe fine will be charged to any renter that does not leave the rented area the way that they found it.**

**Reservation Questions & Information:**

**Lynden Ramsey**  
**419-663-6775 x1025 · lramsey@norwalkoh.com**

## **GENERAL RULES & PROCEDURES**

### **SHELTERS:**

- Rental time is: 9:00 AM - Dusk
- Only park in designated parking areas. Do not block sidewalks.
- This is city property NO ALCOHOL is allowed.
- Make sure all trash is placed in the receptacles.
- Any decorations attached to the ceiling, posts, tables, etc. must be completely removed after your event without causing damage to the facilities.
- A severe fine will be charged to any renter that does not leave the rented area the way that they found it.
- Requests for credits/date/location transfers will be honored at no penalty. Refund requests within 60 days of rental date incur a \$10 cancelation fee.

### **CLUBHOUSE:**

- Rental time is: 9:00 AM - 11:00 PM
- Pick up key the day of the event or the day before at the Rec Center front desk. (Office hours vary - please verify & plan your key pick-up/drop-off times accordingly).
- Renter must leave driver's license to receive the key. License will be held in safe until the key is returned. The police department is aware of the policy and can contact us if there are issues.
- Make sure all trash is placed in the large, lidded receptacles in the front entrance. There are cleaning supplies in the chair/table storage area.
- Any decorations attached to building/tables must be completely removed after your event without causing damage to the facilities.
- A severe fine will be charged to any renter that does not leave the rented area the way that they found it.
- Emergency exits are to be always kept clear
- Take all your belongings with you at the end of the day. The City of Norwalk will not be responsible for any items left behind.
- This is city property NO ALCOHOL is allowed. Please no smoking inside the building.
- All candles must have glass protection.
- Caterer's actions are the licensee's responsibility and will not be allowed in earlier than rental time.
- Requests for credits/date/location transfers will be honored at no penalty. Refund requests within 60 days of the rental date incur a \$25 cancelation fee.