

# FACILITY USE AGREEMENT

LA VERGNE PARKS AND RECREATION DEPARTMENT

\*\*Mailing address:

5093 Murfreesboro Road

La Vergne, TN 37086

(615) 793-3224

Physical address:

294 Sandhill Road

La Vergne, TN 37086

CIVIC AUDITORIUM

MULTI-PURPOSE BLDG

BICENTENNIAL PARK

VETERAN'S MEMORIAL PARK:

PAVILION A

PAVILION B

DAY/DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

PURPOSE: \_\_\_\_\_ # OF ATTENDEES: \_\_\_\_\_

## RENTAL FEE:

**BUILDINGS--** \$25.00 per hour with a \$200.00 REFUNDABLE DEPOSIT

**PAVILIONS--** \$5.00 per hour Rain checks will be given for inclement weather

If paying by check, make payable to La Vergne Parks and Recreation Department.

All building reservations **require** the deposit to be processed by La Vergne Finance Department.

Person signing agreement is over 21 yrs old, is responsible for the facility during rental, and has to remain on the property at all times.

Facility will be cleaned before your rental. It is your responsibility to clean it after your use or your deposit will not be refunded.

**NO ALCOHOLIC BEVERAGES ARE ALLOWED AT ANY TIME** on city property and no smoking inside the facility.

**NO EXCHANGE OF MONEY, TICKETS, OR ANY OTHER FORM OF FINANCIAL GAIN IS ALLOWED** during the rental.

The Parks and Recreation Department reserves the right to deny, limit, or cancel reservations to any parties at any time.

I understand that the City of La Vergne and the Parks and Recreation Dept will not be held liable for injuries, personal property damages or thefts during my rental of the facilities.

I have read and understand the above rules and agree to abide with them. I further agree that should any damages occur during my rental I will pay for such.

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

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

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

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

City: \_\_\_\_\_

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

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

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

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

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

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

**AFTER HOURS CONTACT NUMBER 405-5923**

## ACKNOWLEDGEMENT

I, (print your name) \_\_\_\_\_, have read and understand the policies and procedures set forth by the La Vergne Parks and Recreation Department of the City of La Vergne. I understand that failure to adhere to these policies will result in forfeiture of the deposit and any fees that I have paid and possibly future rentals.

**Please initial next to each statement below to indicate your understanding:**

	I certify that I am <b>21 years of age or older</b> and will provide a <b>certified US picture ID</b> to verify.
	If for any reason the police department is called to my event I understand that I will forfeit my entire deposit, my event will be terminated and additional charges could incur.
	I understand that the purpose of the community buildings and park pavilions is exclusively for recreational events and activities, and cannot be used in any way to make a profit.
	<b>I understand that money cannot be collected for entrance into the building or pavilion, and exchange of money, tickets, or etc. is not allowed during the rental.</b>
	All rental fees must be paid at least 14 days prior to my event. If reservation is made within 14 days of the event, cash payment is required.
	I understand a \$15.00 service charge will be deducted from my deposit upon cancellation of rental. However, if the cancellation is less than 7 business days of the actual rental, \$40 will be deducted from my deposit.
	Hourly rate fees will not be refunded if actual use time is less than the rental period agreed upon in the Rental agreement.
	I cannot enter the building or pavilion until my designated beginning time. I must leave the building by my designated ending time or will be charged \$1 per minute for excess time and may lose my deposit.
	<b>I am to be present during the entire event and responsible for any persons attending the event.</b>
	<b>I am responsible for the building or pavilion during the entire event.</b>
	The facility must be left in its original condition and failure to do so will result in the loss of my deposit and additional charges may be incurred
	I understand that I will be held responsible for all damages that occur during the rental.
	Any items left in or on the property will be disposed of after 2 business days.
	<b>I understand that alcohol, drugs, and weapons are not allowed on City property.</b>
	I agree to uphold the state and federal constitutions and do not intend to use City premises to commit unlawful acts.
	The City has the right to cancel my rental agreement should any violation of any of the listed policies and procedures occur.

**Please Note:** We cannot anticipate every situation that may occur, nor can we anticipate all questions you may have regarding a particular policy. The City reserves the right to amend these policies as necessary. Please clarify any questions you may have regarding these policies prior to executing this Acknowledgement.

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Date