

**Town of Rossville Parks and Recreation Department**  
**Phone: 901.853.4681**

**FACILITY RENTAL AGREEMENT**  
**RECREATION FACILITY RESERVATION POLICY & LEASE AGREEMENT**

The Town of Rossville provides various Park and Recreation facilities throughout the Township for the use and enjoyment of residents. It is the goal of the Township to make the facilities available for use by organizations and individuals for non-profit recreational purposes. Individuals and groups may reserve the use of facilities.

**A. General Information**

To rent a facility, non-profit organizations and individuals are required to complete an Application for Facility Use and pay the appropriate fee. (See attached Fee Schedule) The Township reserves the right to allocate rental time based on the number of requests and the time requested. The Township reserves the right to disapprove permits if it is determined that the parks are deteriorating because of overuse.

Permit applicants must be 21 years of age or older, and be authorized by their organization (if applicable) to sign a reservation agreement. When the planned activity is primarily for people under 21 years of age, the person signing the reservation agreement will be responsible for providing an adult chaperone for each group of 10 youth in attendance under the age of 21.

Any event must only be held between the hours of 7AM and 10PM on the day of the rental agreement. If the facility is rented for multiple days, the lessee assumes responsibility of any items remaining in the facility for the next day's event. All requests for an exception to these rental times must be approved by the Mayor and Board of Aldermen.

The Town of Rossville reserves the right to waive the rental fee or event times for events related to special or Town sponsored events.

**B. Permit Holders Responsibilities:**

All permit holders using the facilities and equipment must observe the following guidelines and requirements:

1. **Maintenance:** The Permit Holder must leave the area, facility or equipment in a clean and orderly condition. All trash, debris, dirt and other materials and substances must be disposed of properly. This process must be completed within 12 hours after the conclusion of the event or the security deposit will be forfeited. All personal property remaining after the termination of this agreement will be deemed to be abandoned and disposed of by the Lessor.
2. **Decorations:** Decorations must not be nailed, tacked, or otherwise attached to any tables, walls, ceilings, or any other portions of the buildings or equipment
3. **Liability:** The Rossville Board of Mayor and Aldermen assumes no liability for the renter's use of the equipment or facility. As a condition of use of the equipment or facility, the applicant shall hold the Township harmless from any claim or liability arising out of any activity or conduct of the renter while using the equipment or facility in question.
4. **Admission** may not be charged for entrance to parks by private individuals and/or "for profit" organizations.
5. **Damages:** Any and all damages to the facilities, equipment, and other Town of Rossville property, while being used by the renter, will be the responsibility of the renter and damages will be payable in full to the Town of Rossville. The Town of Rossville reserves the right to decline renting to entities or persons who have caused damage to the facilities in previous rentals.

**C. Additional Lease Clauses and Covenants**

1. Lessee agrees to:
  - a. Accept the premises in their present condition "as is", the premises be currently suitable for Lessee's intended use.
  - b. Obey all laws, ordinances, orders and rules and regulations applicable to the use, condition and occupancy of the premises.
  - c. Pay all extraordinary utility services associated with the use of the Property or additional equipment.
  - d. Repair any damage to the premises caused by the Lessee, Lessee's agents, Lessee's invitees or guests.
  - e. Indemnify, defend and hold Lessor harmless from any loss, attorney's fees, expenses, or claims arising out of Lessee's use of the premises.



Date of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event Purpose: \_\_\_\_\_

Hours that Event will be Held: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

I have read the terms of the Facility Rental Agreement, agree to the terms and have received a copy of the agreement.

Signature of Applicant

Print Name

RENTAL FEE COLLECTED: \_\_\_\_\_ DEPOSIT RECEIVED: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_



