FACILITY RENTAL AGREEMENT

Application:
1. A contract form must be completed by mail, email, or at the LaGrange County Park Department Office, for the facility to be rented. Make sure to READ the agreement form!

2. All contracts for use must be completed and paid in full at least 14 days after reservation is made or your reservation will be taken off the reservation calendar. No Refunds.

3. A $100.00 deposit is required for locked buildings at Pine Knob and Dallas Lake Parks.* Key deposits must be paid at the time the key is picked up at the park office. The deposit will be returned upon the acceptable completion of rental. Additional charges may be withheld from the deposit for such actions as unscheduled overtime, excessive cleanup, etc. Deposits will be refunded when the key is returned to the Park Department Office. (This includes non-profits.)

Please be aware that your security deposit may be retained for any one of the following reasons:
- Damage or vandalism of any kind to park property;
- Failure to follow or adhere to all park rules or policies;
- Disregarding the directives of, or harassment of, park staff;
- Breach of terms of Facility Rental Agreement;
- Failure to vacate park property by the predetermined (agreed upon) time;
- Having alcohol on park property;
- Not returning facility keys in a timely fashion.

NOTE: The fundamental rule on return of security deposit is: Renters should leave rental facilities in an “as found” condition.

4. All rentals are on a first come, first serve basis.
   To make a reservation, email lagrangecountyparks@yahoo.com or call the office at 260-854-2225.

Facility Use Rules:
1. The group or organization using the facility will comply with the laws of the State of Indiana, the County of LaGrange, the LaGrange County Park Department ordinance and all rules set forth by the Park Department.

2. The rental group will be responsible for all persons in the group or organization and liability for all persons in attendance.

3. No amplified sound without written permission from the Park Director or Park Ranger.

4. The group will assume liability for any damages done to the building or equipment and will leave the facility in satisfactory condition and as found. Groups leaving the center without cleaning satisfactorily will lose all or part of their deposit.
   Paper plates, napkins, etc. must be placed in the disposal containers provided.

5. DO NOT PUT FOOD DOWN SINKS.

6. The group will be responsible to see that no member is under the influence of, or has in his possession, alcoholic beverages, or drugs. No alcoholic beverages or drugs on premises. Should any alcohol or drugs be found on the premises, the rental will be terminated and NO money will be refunded!!!! Offenders are subject to arrest.

7. The group will vacate the building prior to park closing time. The park hours are 8:00 AM to legal sunset unless other arrangements are made.

8. The group will not offer or expose for sale any article without the written permission of the Park Department Board or Director.

9. All activities shall be under control and shall be operated and supervised to the satisfaction of the Park Department. If the activity is not operated and supervised to the satisfaction of the Park Department, it may result in the loss of consideration of future requests from the sponsoring organization and/or cancellation of the activity at that time.
10. LaGrange County Park Department events take priority over other group activities.

11. The rental group will not charge admission fee, sell tickets, or solicit donations at the facility without the expressed written permission of the Park Department Board or its authorized agent.
   a.) Only organized groups based in LaGrange County and serving LaGrange County Residents may request such permission.
   b.) These groups would be classified as non-profit organizations and will be assessed rental fees accordingly.
   c.) A group may be required to submit proof of non-profit status.

12. It is not the Park Department policy to transport tables and chairs from one facility to another. Only chairs and tables at the facility requested are available.

13. All horses **must** be tied to a hitching post.

14. All dogs are to be kept outside of buildings and pavilions.

15. Charcoal fires only.

16. No type of inflatable bounce houses, water slides etc. are allowed to be erected in the parks.

17. No canopies or tents may be used without written permission from the Park Director and a $100 fee.

**Other Considerations:**

Certificate of insurance, may be required by the Park Department Board.

**Cancellations/Refund policy-NO REFUNDS, fee may be applied to later reservations.**

Reservations may be made 1 year prior: (example, John Doe reserves facility for August 20, 2020. The earliest the reservation can be made is August 20, 2019).

*Dallas Lodge and Pine Knob:
Key may be picked up the week before the reservation date, at the LaGrange County Park Office: weekdays (8:00 A.M.-12:00 P.M.; 12:30 P.M. – 3:30 P.M.) at which time the $100.00 key fee is required. Please pay rental fee and **key fee in separate payments**. Possession of the key does not allow renter access to the facility prior to the reserved date. The key must be returned by the following Monday at 3:30 P.M.

**DALLAS LAKE PARK:**
ALL VEHICLES PASSING THE GATE HOUSE WILL BE CHARGED THE $5.00 GATE FEE, INCLUDING THOSE WHO HAVE THE DALLAS LODGE OR SWEET GUM PAVILION RENTED, UNLESS THE RENTER HAS PAID THE EXTRA TO HAVE THE GATE FEE WAIVED.
### Dallas Lodge

<table>
<thead>
<tr>
<th></th>
<th>1 day rental (8:00am-Sunset)</th>
<th>Weekend Rental (Friday 3:30-Sunday sunset)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guests pay $5 gate fee</td>
<td>$200.00</td>
<td>Guests pay $5 gate fee $400.00</td>
</tr>
<tr>
<td>Sales Tax</td>
<td>$14.00</td>
<td>Sales Tax $28.00</td>
</tr>
<tr>
<td>Total</td>
<td>$214.00</td>
<td>Total $428.00</td>
</tr>
<tr>
<td>No gate fee</td>
<td>$300.00</td>
<td>No gate fee $500.00</td>
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<tr>
<td>Sales Tax</td>
<td>$21.00</td>
<td>Sales Tax $35.00</td>
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<tr>
<td>Total</td>
<td>$321.00</td>
<td>Total $535.00</td>
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<tr>
<td>Refundable Key deposit</td>
<td>$100.00</td>
<td></td>
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</tbody>
</table>

Tables:
- 12 oblong (6'X5') seats up to 8
- 4 round 54" seats 7 each
- Total seats up to 124 inside, 30 outside on picnic tables

A/C, heat, full kitchen, restrooms, large grill

Available May-October

### Dallas Sweetgum Shelter

<table>
<thead>
<tr>
<th></th>
<th>1 day rental</th>
<th>Weekend Rental (Friday 3:30-Sunday sunset)</th>
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</thead>
<tbody>
<tr>
<td>Guests pay $5 gate fee</td>
<td></td>
<td>Guests pay $5 gate fee $250.00</td>
</tr>
<tr>
<td>Monday-Thursday</td>
<td>$75.00</td>
<td>No gate fee $350.00</td>
</tr>
<tr>
<td>Friday-Sunday</td>
<td>$125.00</td>
<td></td>
</tr>
</tbody>
</table>

No gate fee
- Monday-Thursday $175.00
- Friday-Sunday $225.00

Seats up to 120 with table provided.
- Electricity, grill, water supply, and nearby restroom.
- Next to playground.

### David Rogers

<table>
<thead>
<tr>
<th></th>
<th>1 day rental (8am-sunset)</th>
<th>Weekend Rental (Friday 3:30-Sunday sunset)</th>
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</thead>
<tbody>
<tr>
<td>Barn only</td>
<td>$150.00</td>
<td>Barn, Shelter, Amphitheater $350.00</td>
</tr>
<tr>
<td>Shelter only, M-TH</td>
<td>$50.00</td>
<td>Shelter only, Fri.-Sun. $75.00</td>
</tr>
<tr>
<td>Shelter only, Fri.-Sun.</td>
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</table>

Shelter seating for 72.

Electricity and water supply available.

### Delt Church Pavilions

<table>
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<th>Weekend Rental (Friday 3:30-Sunday sunset)</th>
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<tr>
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</table>
South River M-Th. $75.00 $200.00
Fri.-Sun. $100.00
Seats 96

East River M-Th. $50.00 $200.00
Fri.-Sun. $75.00
Seats 72

Logan Field M-Th. $50.00 $200.00
Fri.-Sun. $75.00
Seats 72

Electricity, grills, and water supply at each shelter.

Maplewood Nature Center Classroom (only on staffed days)
Rental Fee: $150.00
Sales Tax $10.50
$160.50
A/C, heat, kitchen, restrooms.
Seats approximately 64.

Pine Knob Program Center

<table>
<thead>
<tr>
<th>Rental Fee</th>
<th>Sales Tax</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>$150.00</td>
<td>$10.50</td>
<td>$160.50</td>
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</tbody>
</table>

1 day rental (8am-sunset) Weekend Rental (Friday 3:30-Sunday sunset)

Refundable Key Deposit: $100
8 - 8' tables with benches. Seats 60-64.
A/C, heat, kitchen, restrooms.
Open year round.
No Tents!

Other Fees

Canopy/Tent fee - Must be approved
With any 1 day facility rental $100.00 With weekend facility rental $200.00

Dallas Lake Admission
Per car, buggy or motorcycle $5.00
Walk-in, 10-15 pass. van, bus, bicycle; per person $1.00
Season Pass $40.00
*Trailhead parking - no charge

Pine Knob Archery Range (per person) $5.00

Not for profit and school groups are allowed 1 free weekday rental per year with no gate fee.
The second and following weekday rental will be $50. Weekend rentals are at regular rates.