



Community Building Rental Contract Rules and Regulations

- **A 25% Down Payment and any applicable taxes on that payment are due at time of reservation.**
- **Balance and applicable taxes are due on the date of event and will be automatically charged to the card on file if not paid prior to the event date. In the event that the card on file is invalid or no longer accepting charges the renter has 5 days to pay the balance or an additional late fee will be applied.**
- **A credit card is required as a cleaning and security deposit for all rentals. The building and rented equipment will be inspected prior to each event. The inspection will be available for review and comment. The building and rented equipment will be inspected after each event.**
- **Please do not use staples, tacks, push pins, nails, etc. in the walls, ceilings, or posts. Tape is permitted but must be removed by renter. Do not hang anything from light fixtures and ceiling fans. Violation of this will result in addition fees or fines charged to your card.**
- **Keys are issued to the renters no more than 24 hours prior to the event during normal business hours. Upon completion of the event, it is the renter's responsibility to close and secure all doors, windows, & gates. Failure to secure the building and any resulting damage is the financial responsibility of the renter. The keys must be returned within 48 hours or a fee will be charged to your credit card.**
- **It is unlawful to cut, deface, destroy, or drive any object into any tree, shrub, rock, sign, building or other structure or object in the park. Any signs or decorations placed improperly or in violation of park rules will result in fines charged to your credit card. Under no circumstances should signs, balloons, etc. be placed on trees, signs, fences or any park structure.**
- **No alcoholic beverages including beer, wine and liquor are permitted within the boundaries of RCPRAs parks, forest and fishing areas.**
- **Pets are permitted on lawn with a leash. Owners must clean up after pet. Pets are prohibited inside the building.**

- **The Community Building is a non-smoking building. Please smoke in designated areas or at least 50 feet from the building. Please place all trash and cigarette debris in proper containers, not on sidewalks or grass. Please do not spit or put cigarette butts in water fountains or sinks.**
- **Cancellations must be made prior to 60 days before event date for a full refund of down payment. Cancellations within 60 days before the event will forfeit the 25% down payment.**
- **A date change can be made prior to 30 days of original date and the down payment can be used for the new date. New date must be within the same calendar year. If a date change is made within 30 days before event will result in forfeit of original down payment.**
- **Both pages of this contract must be completed and returned with a credit card number, and 25% down payment within 14 days of request to ensure reservation of the facility.**
- **It is understood that when the building is rented that other visitors and employees may be using other sections of the park including the picnic shelter.**
- **Any person may be evicted from an RCPRA park, forest or fishing area for any breach of the rules set forth herein, or for the breach of any other rule which is in effect governing their use. All rental fees and charges are forfeited upon eviction.**
- **In no event shall the RCPRA be responsible for losses or damages to persons or property as the result of Renter's use of the Park or its facilities. Renter hereby indemnifies and holds the RCPRA harmless from any claims, losses or damages to persons or property (including legal fees and costs) resulting from the Renters use of the Park or its facilities. Renter shall be responsible for its employees, guests, invitees, members or other persons using the Park or facilities in conjunction with Renter.**

I, _____ the authorized representative of
 _____ have read the aforementioned rules and
 completed the contract information. Renter agrees to abide by the RCPRA park rules and
 regulations.

Signature: _____ Date: _____