

# **Columbia City Parks & Recreation Pavilion Rental Agreement**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Morsches Park Pavilion Reservation Date \_\_\_\_\_

This pavilion is subject to weather conditions, including flooding throughout the year. The tables and chairs within the facility may need cleaned due to those conditions. Renters are allowed to bring their own chairs and tables if they prefer, or use the tables and chairs provided.

Due to the fact that the pavilion has no serving kitchen, it is expected that all food be prepared prior to your arrival. This facility does not meet county requirements for safe and cleanly food preparations since there is no serving kitchen.

Please read and follow the instructions below to help us ensure that each of the renters a clean pavilion.

## **Clean up rules and instructions**

1. Please remove any decorations, tape, etc., that you have attached to the walls, ceilings, tables, and chairs.
2. Wash all tables and chairs, place them in the carrier provided.
3. Sweep the floor
4. Empty the trash containers and deposit them in the brown dumpster next to the shuffleboard courts.
5. Turn lights off in restrooms, kitchen and event area.
6. Please close and lock all windows and doors when finished.
7. NO ALCOHOLIC BEVERAGES on Park premises.

## **Please leave the pavilion in the manner in which you received it**

The Parks & Recreation Department reserves the right to charge for clean up costs associated with your failure to abide by the above stated rules and instructions.

I have read and will follow the above instructions and agree not to hold the Columbia City Parks & Recreation Department responsible for any damages or injuries to persons or property. I or the organization, which I represent, will take full responsibility for any damages or injuries to persons or property and lost or stolen items that occur during the use of the park pavilion and/or surrounding outdoor facilities.

Signature of person responsible \_\_\_\_\_ Today's Date \_\_\_\_\_

Cost is \$107.00. Please make checks payable to  
City of Columbia City  
112 N. Chauncey St, Columbia City, IN 46725  
Phone: 260-248-5180 Fax 260-248-5183  
Office hours Monday-Friday 7am-3:30pm