

## Bargersville Park & Recreation Facility Rental Policies

### General Policies & Procedures

- Rentals are based on a first come, first served basis. Dates will not be held, and payments are due 48 hours after approval. Invoices not paid within 48 hours will result in cancellation of the rental request.
- The person to whom the Facility Use permit is issued is the contact person and must be on the premises during the entire event.
- Alcoholic beverages, tobacco substances, or illegal drugs and substances are not permitted on Town of Bargersville park property.
- Anyone or any group requesting to use a facility, who charges fees for admissions, sells advance tickets, takes donations, or sells concessions must have approval from the Parks & Recreation Department.
- Food trucks and similar vendors require Parks Department approval and must provide required documentation (JC Health Department Permit, Certificate of Insurance naming the Town of Bargersville as an additional insured) at least two weeks in advance. *An additional fee may be charged.*
- Any rental open to the public is subject to needing a Special Event Permit and fee.
- The facility must be left in reasonably the same condition in which it was rented.
- All decorations must be removed at the end of rental and properly dispose of all trash.

### Community Center

*The Bargersville Community Center offers 1,980 sq ft including a kitchenette (refrigerator, microwave, and counterspace with plenty of outlets). The facility accommodates 75 people with tables and chairs setup.*

- The facility must be left in reasonably the same condition in which it was rented.
- The individual who signs the rental agreement is responsible for their own setup and cleanup as well as paying any fees, fines or charges resulting from cleaning, repairs, and violations of rules.
- Any damage, spills or mishaps must be reported immediately to the Parks Department. Failure to report such incidents may result in additional fees being charged and the renter and/or guests forfeiting future rentals.
- Items may not be attached to ceilings, walls, or fixtures. Any and all types of glitter, confetti and spray string are prohibited. Use of such items will result in a \$50 cleaning fee being assessed.
- All garbage should be removed and placed in the bins outside.
- Alcoholic beverages, illegal drugs and substances are not permitted in or on Town of Bargersville park property.
- Smoking is prohibited inside the building and 8 feet within any entry.
- Foods may not be cooked or prepared at the facility. A refrigerator is available for use during the rental.
- All tables must be wiped off and put back to the original configuration.

### Park Shelters

*Kephart Park offers two shelters for rental. Each shelter has 4 tables and accommodates up to 40 people.*

- The facility must be left in reasonably the same condition in which it was rented.
- The individual who signs the rental agreement is responsible for their own setup and cleanup as well as paying any fees, fines or charges resulting from cleaning, repairs, and violations of rules.
- Any damage, spills or mishaps must be reported immediately to the Parks & Recreation Department. Failure to report such incidents may result in additional fees being charged and the renter and/or guests forfeiting future rentals with the Bargersville Parks Department.
- Items may not be attached to ceilings, walls, or fixtures using staples, tacks, pins, etc. All tape used to adhere items during the rental must be completely removed at the end of the rental period.
- Silly string and water balloons are not permitted. All confetti must be biodegradable and only be used in the grass area.
- All garbage should be placed in the provided trash can. Rentals with excessive trash are asked to bring additional trash bags.
- Alcoholic beverages, illegal drugs and substances are not permitted in or on Town of Bargersville park property.
- Smoking is prohibited in the parks.