



Rental Policy and Fees for IH Center

- **Age Requirement:** Must be at least 21 years of age to rent any Park and Recreation facility - must have valid ID.
- **Type of Meeting:** All meetings, lectures, fund raising activities, door charges or sales of any items must be approved by the City.
- **Rental Availability: First Come First Serve Basis:** Rentals shall be five (5) hour sessions
Wednesdays: The building is reserved for IH managerial members until 4 p.m.
- **Applications and Cancellations:**
Rentals can be made six (6) months in advance and must be accompanied by a completed rental application and \$200 deposit for rental within five (5) working days after initial contact regarding desired date. Balance must be paid two (2) weeks prior to reserved date.

Cancellations must be made three (3) weeks prior to rental date for a refund of amount paid at time of reservation minus a \$50 cancellation fee which covers processing and administrative costs.
- **Deposits:** Deposits will be collected for rental and key entry.
- **Renter:** Renter is responsible for any damage done to the facility and any furnishings.

Please Note: The City Manager or a designated representative reserves any and all rights to attend any function at any time to monitor policy procedures. Also, the responsible person and all guests, invitees and agents shall assume all risks of use. The responsible person(s) shall indemnify, defend and hold harmless the City from any claims, demands, expenses, attorney fees and liability arising out of the responsible person's use. The responsible person(s) further agrees that the City shall not be liable in any way for any matter, cause, action or omission with respect to the pavilion and park area or the adjoining areas and grounds and that the City is hereby released and discharged from any and all liability of any kind with respect thereto. City and responsible person(s) are not partners, joint ventures, principals, agents or otherwise related in any way.

If the event is attended by 100+guests and/or alcoholic beverages are served, you will need proof of insurance for the event. This can be obtained through your private insurance or event insurance is offered on the City's website www.lakelandtn.gov on the Parks and Recreation page.

Alcohol may be provided by the renter; however, no alcohol can be sold on property. Renter is liable for all persons attending their event.

- **No tables or chairs on the dance floor.**
- **Decorations:**
No tape, thumbtacks, or staples may be used on the walls and ceilings. All decorations must be removed by the renter.

All renters who serve any beverage or food must place all trash pertaining to such in trash bags and place in outside bins. The City will furnish trash bags.

Fees and Deposits

Rental Minimum five (5) hours	\$500
Additional Hour	\$ 50 each
Key Entry Deposit	\$ 50
Microwave Oven	free
Ice	free

**RENTAL APPLICATION
IH CLUB HOUSE**

Applicant's Name _____

Today's Date _____ Rental Date _____

Time: From _____ to _____ (\$500/5 hours & \$50 for each additional hour & \$50 deposit for key card entry)

Person Responsible _____

Address _____

Home Phone _____ Work _____ Cell _____

Is this a fund raiser? () Yes () No If yes, please explain: () Type Party –Not Fund Raiser

**Rental Deposit \$200 (check will be deposited the same day application is taken):
The balance must be paid two weeks prior to reserved date.**

Check # _____ Cash _____ Other _____

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If the event includes a group of 100+ and/or alcoholic beverages are served, proof of insurance must be shown at the time the balance is paid. Insurance is offered on the City's website www.lakelandtn.gov on the Parks and Recreation page.

I have read and agree to abide by the rules of the City of Lakeland. I understand that I am responsible for any damages to City Property that may occur during my usage. I understand I should report any problems to the City of Lakeland Parks and Recreation Department by the next business day.

Signed _____ Date _____

Office Use Only:

Payment\$ _____ Check # _____ Receipt # _____ Balance Due _____