



OSSIAN PARKS AND RECREATION DEPARTMENT

507 N. Jefferson St. Ossian, IN 46777
Facility Rental Agreement

Today's Date: _____

Date requested: _____

Time facility to be used: _____

Finished: _____

Name/Organization: _____

Address: _____

Email: _____

Phone: _____

Person responsible: _____ Phone: _____

Facility requested:

Melching Park Pavilion Reserved

Melching Accessories

Baseball Diamonds _____

Tennis Courts Reserved

Concession Stand

Ball Park Electric Temp.

Deposit required: YES/NO

Amount: _____

Deposit returned date: _____, if applicable

Insurance, if applicable

Payment is due upon reserving the facility. There are no refunds. *Park Board or Town Manager approved weather related incidences cancelations may receive refunds.

I/We have read and fully understand the rules and regulations governing the use of these facilities and agree to abide and be responsible for any and all damage to the property due to such occupancy and for the strict observance of the rules and regulations relative to the use of such facilities.

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

DATE: _____

Paid Date: _____

Cash _____

Check # _____

Received By: _____

FEE SCHEDULE

Deposit is required for all Melching Accessories:	\$50.00 (refundable returned unbroken)
Melching Park Pavilion:	\$25.00 4 hours \$40.00 per day
Tennis Courts: Reserved:	\$25.00 per day 7am-10pm
Baseball Diamonds:	\$100.00 per day 7am-10pm
Baseball/Softball Leagues:	\$15.00 per child per season (special contract)
Concession Stand:	\$5.00 per day
Concession Stand League:	\$75.00 per month per season
Electric hookup temp.:	\$5.00 per day
League Electric hookup:	\$25.00 per month per season

Additional RULES

Facility is to be left clean. All trash must be placed in trash receptacles.

Pick up trash on floors of restrooms.

Keys must be returned within 2 days of scheduled finished date.

Keys are not to be copied.

Any picnic tables moved must be returned to their original locations.

Electric locked after use.

Report any damages or equipment not in working order.

No alcoholic beverages on park property.

Copy of Ordinance 12-6-3 Park Rules & Regulations

Initials: _____