

Policies and Procedures for Rental of the Recreation facilities

Rates:	\$125	Weekends (Fri, Sat, Sun)	\$300 Deposit Required
	\$75	Daily (Complex)	\$300 Deposit Required
	\$300	Daily (Gym)	\$300 Deposit Required
	\$50	Daily (Una SB Field)	\$150 Deposit Required
	\$125	Weekends (Fri, Sat, Sun)	\$150 Deposit Required

- RULES**
- 1) No Alcoholic Beverages Allowed
 - 2) No Drugs Whatsoever
 - 3) No Alcoholic Bottles or Cans in the Rec. Dept. Trash Cans
 - 4) Person Responsible for rental is to make sure **all trash** is picked up around the playground area, softball field, ditches, parking lot area, and around the building.
 - 5) Bathrooms should be **clean before** leaving.
 - 6) Floor must be swept before leaving and moped if anything sticky is found on it.
 - 7) In case of damage to the facility, the deposit will be used to pay for the repairs.
 - 8) The complex must **close at 11 P.M. (City Curfew)**.
 - 9) All tables and chairs that were rented or borrowed from someone or somewhere else should be removed before the key is returned.
 - 10) The key **Must** be returned on the next business day of operation.
 - 11) **If the police are called for any reason to our facility you will be denied your deposit.**

With the violation of any above rules, the person responsible will be denied future rental opportunities and his/her deposit.

Procedures: Clients must reserve the Complex on a first-come, first-serve basis with Pamela Colbert of the DCRD. They can reserve the Complex by phone or in person. They must present the deposit at the time of the handover of the keys and are given their deposit back once the Complex is declared appropriately clean and the keys have been returned.

AGREEMENT

I, _____, agree to abide by all policies, procedures and rules for the rental of the Dooly Co. Rec. Vienna Complex and Grounds. I/We also agree to return the keys to the building on the next business day of operation and be prepared to participate in a walk through inspection in order to be refunded a deposit. I/We are responsible for all damages and clean up of building and grounds. I/We hold harmless and hear by waive all claims against Dooly County and the Recreation Department in case of injury or any accident that may occur at this event or activity.

NAME _____

ADDRESS _____

HOME PHONE _____

CELL PHONE _____

1st Contact person _____

2nd Contact person _____

Renter Signature _____ Date _____

DCRD Signature _____ Date _____

Occasion _____

Rental Amount \$ _____ Date Received _____

Deposit Amount \$ _____ Date Received _____

INSPECTION CHECK LIST

	Cleaned	Not Cleaned
FLOOR	_____	_____
WALLS	_____	_____
BATHROOMS	_____	_____
FIXTURES	_____	_____
GROUND	_____	_____
TRASH CANS	_____	_____
REFRIDGERATOR	_____	_____
MOP / MOP BUCKET	_____	_____
BROOM / DUST PAN	_____	_____
DUST MOP 3 FT.	_____	_____
TABLES	# USED	_____
CHAIRS	# USED	_____

Additional comments: _____

Inspected by: _____ Date: _____

_____ Date: _____

Final Inspection: _____ Date: _____

Deposit Refunded YES / NO

Refund Amount _____