



## RAY BUMGARNER BUILDING USE AGREEMENT

1. Anyone wishing to use the Ray Bumgarner Building must schedule its use through the Manson Park Office.
2. Scheduling is on a first come, first serve basis.
3. Usage is free to all community and public non-profit organizations.
4. Private users will be charged a rental fee of \$100. (If you cancel within three (3) days of the scheduled event, you will relinquish your fee.)
5. Maximum capacity is 35.
6. Guests who schedule usage of the facility will have exclusive use of the meeting room, kitchen, balcony, and restroom during the times scheduled.
7. After use, the facility must be cleaned up and in its original condition. If it is necessary to have the space professionally cleaned, your organization will be billed for the cleaning.
8. The Park District is not responsible for lost or stolen items.
9. Only freestanding decorations are allowed.
10. Alcohol, tobacco, and illegal drugs are prohibited in the building or on the property.

TODAY'S DATE \_\_\_\_\_

NAME OF ORGANIZATION \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ TYPE OF EVENT \_\_\_\_\_

APPROXIMATE NUMBER OF ATTENDEES \_\_\_\_\_ FOOD BEING SERVED: YES \_\_\_\_\_ NO \_\_\_\_\_

START TIME \_\_\_\_\_ END TIME \_\_\_\_\_ FEE \_\_\_\_\_ DEPOSIT \_\_\_\_\_

CLEANING DEPOSIT \$ \_\_\_\_\_ PAID \_\_\_\_\_ CHARGE FOR USE, IF APPLICABLE \_\_\_\_\_

EQUIPMENT NEED, IF ANY \_\_\_\_\_

### **PRIVATE GROUPS ONLY:**

LIABILITY INSURANCE PROVIDER \_\_\_\_\_ POLICY NO. \_\_\_\_\_

CERTIFICATE OF INSURANCE SHALL BE PROVIDED TO THE PARK OFFICE UPON REQUEST BEFORE THE DATE OF EVENT.

We, \_\_\_\_\_ agree to HOLD HARMLESS the Manson Park  
(group or person using the facility)

& Recreation District and their agents and employees from all liability, claims, demands, damages, or costs, for or arising out of the use of the Manson Park & Recreation District facilities. Additionally, we agree to follow and enforce all current State and Federal COVID-19 guidelines while using these facilities.

SIGNATURE OF RESPONSIBLE PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

KEY CHECKED OUT TO \_\_\_\_\_ RETURNED \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_

APPROVED BY \_\_\_\_\_

PARK DISTRICT