



John Clark Park Community Center Rental Agreement

Name	Esto Resident <input type="checkbox"/> Yes <input type="checkbox"/> No	Application Date
Address		Phone
City, State, Zip	Email	

Rental Dates	Event Description
Time of Event <input type="checkbox"/> Day <input type="checkbox"/> Night	Expected Attendance <input type="checkbox"/> 0-25 <input type="checkbox"/> 25-50 <input type="checkbox"/> 50-100 <input type="checkbox"/> 100+

Renter must be present at all times during the event. If the primary contact person will not be attending the event, please list a secondary contact.

Secondary Contact	Phone
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AVAILABILITY – The John Clark Park Community Center is available on a first come first serve basis. Any reservation not accompanied by a completed agreement and payment of the reservation fee may be cancelled and the community center provided to another potential renter with a completed agreement and paid fees.

FACILITIES – Only the Community Center at John Clark Park is available for rental. Such rental only reserves the use of the Community Center and the adjoining covered patio area. Community Center rental does not include the guaranteed use of picnic pavilions, parking areas, or public park spaces.

HOURS – Community Center rental hours are from 7:00 am to 11:00 pm. Events should end by 10:00 pm to allow for clean-up.

REQUIREMENTS -- The renter must be at least 18 years of age.

Rentals are for private events only. The Renter must obtain permission from the Town of Esto if the Community Center rental is to be used for any commercial or promotional use.

The Renter is not allowed to sub-rent the Community Center to a third party.

RESTRICTIONS – The Town of Esto has the right to deny the use of the community center to any individual, group, or organization that has its use privileges revoked due to mistreatment of the facility, failure to abide by Community Center rules; or is not current with any payments due the Town of Esto, including utility payments.

The Town of Esto shall have the right to enter the premises at any time for the purpose of determining whether the premises are being used in accordance with the terms of this agreement.

RESERVATION FEE – A reservation fee of \$50 is due at the time of booking. For reservations made less than 30 days prior to the event, the reservation fee plus the building rental fee is due in full at the time of booking.

RENTAL FEE – The first day of rental is charged at \$150, with each extra day costing \$75. The building rental fee is due 10 days prior to the rental date. Residents of the Town of Esto receive a \$15 discount on the rental fee for the community center. So, 1-day rentals are \$135. The reservation fee and the cost for extra days remain the same.

KEYS – The keys to the Community Center will be in a lockbox on the rear door of the center. The code to the box will be provided the day before the event. A \$10 per day late fee shall be charged for failure to return the Community Center keys after the rental. In the event of lost keys, the Town of Esto has the right to charge the renter for re-keying all locks.

DAMAGES – Renters will be billed for any unreasonable wear or damage to the Town of Esto's property. Any damages to the facility or loss of equipment must be reported as soon as possible. Damages to the Community Center or John Clark Park will be assessed and repairs billed to the renter. Payment is due immediately for any damage or repair fees after a rental.

CLEAN-UP – The Community Center will be inspected after the rental and there will be a \$50 clean up fee if the facility is left in an unclean condition.

PAYMENTS – Make checks or money orders payable to: “Town of Esto”. Any check returned for insufficient funds or on which payment has been stopped will result in automatic cancellation of the Community Center Rental Agreement and will be charged a \$35 service fee.

CANCELLATIONS – If the renter needs to cancel the reservation, he/she must notify the Town, as soon as possible.

REFUNDS – If the renter cancels the reservation 30 days or more before the event, a refund will be issued for all fees paid including the reservation fee and building rental fees. For cancellations between 30 and 15 days before the event, a refund of the building rental fee but not the reservation fee will be issued. Renter cancellations less than 15 days before the event will not receive a refund.

If the Town of Esto has to cancel the use of the Community Center then all fees will be refunded.

Fee Schedule

Reservation Fee	\$50
Rental (1 Day)	\$150
Esto Residents.....	\$135
Extra Days	\$75
Town Clean-up.....	\$50
Late Keys.....	\$10/Day
Returned Checks.....	\$35

Fees subject to change by the Esto Town Council.

SPECIAL USAGE – Not for profit organizations are entitled to use the community center one day per month free of charge. Rental by non-profit organizations must be reserved in the organization’s name. Not for profit organizations may be required to provide documentation of current not for profit status. Free rentals are based on availability.

The Town of Esto reserves the right to waive the rental fees for town, county, schools board, state, and federal agencies on a case-by-case basis.

LIABILITY – The Town of Esto shall not be responsible for fire, theft, damage to personal property or personal effects brought into or stored in the Community Center by the Renter or any of the Renter’s guests, invitees, licensees or users.

The Town of Esto will not be liable for any personal and/or property damage occurring to anyone on premises, due to rain, slippery conditions, or any other mishap/accident.

Agreement of Responsibility

I acknowledge that the Town of Esto has provided me with a copy of the rules for use of the John Clark Park Community Center. Furthermore, I have read these rules and agree to abide by them and inform others using the community center of the rules and ensure their compliance with these rules.

I understand and agree that the Town of Esto and its employees shall not incur any liability for any injury to persons or damage to property experienced using this facility. I further agree that the Town shall be held harmless from all liability arising out of my use of the Community Center or other Town facilities.

I agree that violation of any of the terms of this agreement may be cause for the event permit to be revoked, without notice, and may result in immediate removal from the premises.

I further agree to reimburse the Town of Esto in full for the fee as agreed upon for the use of the Community Center facility as well as any and all damage to the facility. This includes but is not limited to; defacing of property, buildings or structures, or the natural state of the facility or park; failure to fully clean the facility, as assessed by the Town of Esto through its agents or employees following my use of the facility.

Signature

Date

Town of Esto Representative

Date

OFFICE USE

Date Application Received		Rental Date Available? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Key #	Date Signed Out	Date Returned	
Reservation / Rental Amount	Amount Paid	Balance Due	
Form of Payment	Date of Payment	Clerk Signature	

John Clark Park Community Center

Rules

General

- You must follow all Town of Esto rules regarding occupancy, use, and safety.
- Alcohol sales and consumption are prohibited in all Town parks, no exceptions.
- No drugs, fireworks, or firearms allowed.
- Motor vehicles are not permitted on park trails or grass.
- Users shall not deface or otherwise mark or damage the shelters, picnic tables, trash containers, trees, ball fields, or any other Town property.
- No animals of any kind are allowed in the premises (with the exception of Americans with Disabilities Act (ADA) service animals) without prior specific written permission.
- Smoking and vaping are prohibited inside the Community Center. Smoking is only permitted in designated outside smoking area under the covered awning behind the Community Center. Please place all cigarette butts in the provided receptacle.
- Noise from music and activities at the Community Center must not interfere with other events that may be taking place at John Clark Park or with residents living in the area.

Set-up

- Set-up of tables, chairs, bandstands, audio/visual equipment, etc. shall be the responsibility of the Renter.
- The Community Center has 11 tables and 100 chairs. These tables and chairs are stored in the closet at the front of the community center. The Renter is responsible for setting up and taking down tables and chairs.
- No covering may be tacked, stapled, nailed, or fastened in any manner which will damage the tables. The renter is responsible removing all tape or coverings from the tables.
- Equipment or decorations shall be used in such a manner as to prevent damage of any kind to the facility and its furnishings. Blue painters tape made for painted surfaces is allowed. No other form of attachment may be made to the walls, ceiling, windows, floors, air conditioning duct work, overhead lighting or any other surface.
⊗ NO DUCT TAPE, ⊗ NO SCOTCH TAPE, ⊗ NO NAILS, ⊗ NO STAPLES, ⊗ NO TACKS!
- No equipment (tables, chairs, kitchenware, etc.) shall be taken outside the Community Center, except with permission of a Town of Esto representative.
- The Renter cannot remove, adjust or change any light fixtures or light bulbs, or turn off any electrical circuit breakers. Violation of this rule will result in the renter reimbursing the Town of Esto any damage caused by such violation.
- Thermostats may only be adjusted by Town of Esto staff.
- All candles must be contained.

Food and Drink

- No alcoholic beverages are permitted on Town property.
- Cooking is prohibited in community centers. Foods and beverages are to be refrigerated or kept warm only. The kitchen area is for food serving only.
- The renter is responsible for providing dishes, cups, glasses, eating and serving utensils, dish soap, kitchen and table linens, as they are not provided by the Town.
- All excess food and beverages from an event must be removed from the kitchen following the event and all furnishings and fixtures shall be cleaned and wiped down after use.

Parking

- Parking is not permitted in grass areas or on concrete patio areas.
- Additional parking is available at the E.W. Carswell Park located across Commerce Street from the Community Center, or on the south side of the John Clark Park.

Clean-up

- The Town provides cleaning equipment and supplies: broom and dustpan, trash bags, and all-purpose cleaner.
- The Community Center is to be returned to the Town in the same clean and undamaged condition as given on the date of rental.
- Everything that is brought into the building by the Renter must be removed before vacating the building.
- The Renter will remove all decorations and adhesive materials from walls, ceiling, windows, floors, air conditioning duct work, overhead lighting or any other surface.
- Tape should be removed from tables if used. Tables and chairs must be folded and stored back in closet at the front of the Community Center.
- The Renter is responsible to leave the parking lot free of trash and debris from the event, such as rice, seed, or vehicle decorations from weddings.
- Renter is responsible for sweeping, removing and properly disposing of all trash, wiping down tables/chairs, cleaning the kitchen area.
- Trash: All trash must be bagged and removed from the Community Center.
- Kitchen: Empty refrigerator and wipe down all counters. Clean stove if used.
- Bathroom: Wipe down counters and fixtures, report any plumbing problems as soon as possible.
- Turn off A/C, heating, lights, and lock doors/windows before leaving.
- Upon inspection, there will be a \$50 clean up fee the Community Center is left dirty.