

**PAYMENT IS DUE \_\_\_\_\_ . IF PAYMENT IS NOT RECEIVED BY DUE DATE THE RESERVATION WILL BE CANCELLED.**

**CITY PARKS OF CLARKSBURG  
INDOOR FACILITY BUILDING  
RENTAL AGREEMENT**

Name of Organization: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s) **IN 2 HOUR INCREMENTS:** \_\_\_\_\_

**GENERAL DESCRIPTION OF EVENT** (including the name of team(s) involved, type of activity, and any other pertinent information regarding the event)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ BASEBALL \_\_\_\_\_ FOOTBALL  
\_\_\_\_\_ SOCCER \_\_\_\_\_ OTHER (please describe) \_\_\_\_\_

How many people (employees and guests) will you have on site?: \_\_\_\_\_

Please note any additional details that should be considered here:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Renter must provide a responsible person to act as the representative to be on site and in charge throughout the event; that representative will be: \_\_\_\_\_ Title: \_\_\_\_\_  
Contact Number: \_\_\_\_\_

**INDOOR BUILDING CUSTODIAN:**

**WEEKDAYS:**

Before 3pm 304-624-1655

After 3pm Steve Cross 304-838-1552

**WEEKENDS:**

Jerry Riley 304-641-8180

This permit is issued subject to rules and regulations established by the governing bodies of the Board of Park Commissioners of the City of Clarksburg hereinafter called "City Parks of Clarksburg" and Renter agree to the following Terms and Conditions:

**TERMS AND CONDITIONS**

1. The times listed above indicate the hours for which the renter has arranged for the Indoor Practice Facility to be open for the conduct of the activity. Renters must vacate the facility by the conclusion of the rental period indicated above. No extra time will be allotted unless payment and scheduling has been approved in advance by the office staff. The basic rental fees are based upon these times.

<b><u>MONDAY - FRIDAY</u></b>	<b><u>9 AM - 3 PM</u></b>	<b><u>\$60.00/HR. (2 HR. MINIMUM)</u></b>
<b><u>MONDAY - FRIDAY</u></b>	<b><u>3 PM - 9 PM</u></b>	<b><u>\$75.00/HR. (2 HR. MINIMUM)</u></b>
<b><u>WEEKENDS</u></b>	<b><u>9 AM - 9 PM</u></b>	<b><u>\$75.00/HR. (2 HR. MINIMUM)</u></b>

2. The renter is expected to leave the facility in the same condition as they find it. All equipment, displays, and similar accessories are to be removed at the conclusion of the rental period. All paper and other waste products are to be disposed of properly.
3. A cleaning fee, of \$75.00 per hour, will be added to the rental fee, if the renter leaves the facility in an unreasonable state of cleanliness or despair to the extent that other than normal routine maintenance of the room is required to prepare it for another activity.
4. THE RENTER AGREES TO HOLD HARMLESS THE CITY OF CLARKSBURG AND CITY OF CLARKSBURG BOARD OF PARK COMMISSIONERS FOR ANY ACCIDENTS THAT SHOULD OCCUR AS A RESULT OF THE RENTERS USE OF THE FACILITY.
5. THE RENTER AGREES TO ASSUME FULL RESPONSIBILITY FOR ANY DAMAGES THAT SHOULD OCCUR AS A RESULT OF THE RENTERS USE OF THIS FACILITY AND AGREES TO REIMBURSE THE CITY OF CLARKSBURG BOARD OF PARK COMMISSIONERS FOR ALL NECESSARY REPAIRS.
6. ALSO, THE RENTER ASSUMES FULL RESPONSIBILITY FOR THE ACTIVITIES OF, AND ANY FEES INCURRED BY HIS GUESTS OR OTHER SUPPORT ORGANIZATIONS INVOLVED IN THEIR ACTIVITY.
7. The City Parks of Clarksburg reserves the right to cancel any rental agreement on this application for misrepresentation, improper promotion or other cause detrimental to the public interest or the welfare of the citizens of Clarksburg. The ruling of the Board of Park Commissioners on good cause shall be final.

**RULES AND GUIDELINES**

**ONLY TURF SHOES WILL BE PERMITTED.**  
**NO SPIKES OF ANY KIND (METAL/RUBBER/PLASTIC) ARE PERMITTED.**

**NO TOBACCO OR ALCOHOL PRODUCTS OR SUNFLOWER SEEDS OR GUM ARE PERMITTED.**

**NO FOOD OR DRINK IS PERMITTED IN THE BATTING CAGE OR FIELD TURF AREA.**

**NO EQUIPMENT WILL BE PROVIDED.**

**FALL & WINTER TEMPERATURES WILL BE SET AT 55 DEGREES. THERE IS NO A/C DURING THE SUMMER MONTHS.**

**PLEASE BE ADVISED THAT THE SPEED LIMIT IN THE PARK IS 10 MPH.**

**I, the undersigned, for myself and on behalf of the organization designated as "Renter" herein, have read and clearly understand the terms and conditions governing the use of the City Parks of Clarksburg's facility as set in this agreement. I agree to observe and be bound by this Agreement and these regulations.**

**Signature** \_\_\_\_\_ **Organization** \_\_\_\_\_

**Submit signed contract & payment to:**  
**City Parks of Clarksburg**  
**One Clarksburg Park Way**  
**Nutter Fort, WV 26301**

**Contact the City Parks Office at**  
**304-624-1655 for further information.**

**FOR OFFICE USE ONLY**

FACILITY RENTAL FEE: \$ \_\_\_\_\_

OTHER CHARGES: \$ \_\_\_\_\_

TOTAL AMOUNT DUE: \$ \_\_\_\_\_

PROOF OF INSURANCE RECEIVED \_\_\_\_\_ YES \_\_\_\_\_ NO  
STAFF ASSIGNED \_\_\_\_\_ YES \_\_\_\_\_ NO

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
RECEIPT #: \_\_\_\_\_ PAID: \_\_\_\_\_