DELPHI COMMUNITY CENTER
FACILITIES RENTAL AGREEMENT

Reservation Date: _____ **Time From: _____** **To: _____**

		Rental	Tax	Total	Deposit	Total
____	Four Hours	$125	$8.75	$133.75	$200	$333.75
____	Over Four Hours	$200	$14.00	$214.00	$200	$414.00

The above fees may be paid with two (2) checks: One in the amount of rental fees and sales tax; the other check for the deposit amount. You may also pay in cash.

If everything has been cleaned up, the rules of the Community Center adhered to and there is no damage done, the deposit may be picked up in the Clerk-Treasurer's Office in the City Building at least (7) days after the event.

Community Center Rules: Violation of Rules will result in forfeiture of your deposit.

Unauthorized Access and Setup: Any attempt to enter, decorate, or take possession of the facility prior to the officially scheduled commencement time is strictly prohibited. Failure to adhere to the agreed-upon access window will result in forfeiture of the security deposit.

- No Alcoholic Beverages in the facility or parking area.
- Nonservice animals are not allowed
- The use of tape, tacks, or hooks on the walls or ceiling is not permitted. Candles are not to be placed on the tables. Only candles for a cake may be used and must be disposed of properly.
- You must bring your own supplies such as dishes, silverware, napkins, etc. You are not to use things in the kitchen that are not yours except you may use the coffee maker and kitchen dish towels.
- Sweep the floor (brooms and dustpan provided in supply closet)
- Mop the floor if necessary
- Do not adjust the thermostat
- Remove ALL TRASH to the dumpster outside
- Please make sure both doors are locked when you leave
- No one is allowed in the building prior to 8:00 AM or to be in the building past 10:00 PM
- Return the facility key to the CITY BUILDING as soon as you are done. If the City Building is closed, put the key in the Water Department night box.

****Inflatable Bounce Houses are NOT permitted****

APPLICANT(S) ACKNOWLEDGEMENT: *We have read and fully understand the Community Center Rules. We agree to strict observance of these rules. We understand that any damage cause by our use of the Community Center or failure to abide by these rules in forfeiture of our deposit. We further agree to hold harmless and indemnify the City of Delphi and Carroll County Council on Aging, Inc. from all claims and liability arising from or related to our use of the Community Center.*

_____ _____
Signature **Telephone**

_____ _____
Printed Name **Address**

_____ _____
Date **Driver's License Number**

Key Number: _____ Date Returned: _____

City of Delphi Facility Rentals Cancellation Policy

To ensure smooth operations and fair treatment for all citizens, please review our cancellation policy before booking a rental reservation:

- **Cancellation Notice:**

To avoid any charges, please notify us of cancellations at least 48 hours prior to your scheduled rental reservation date via phone call, email, or in person at the City building.

- **No-Show Policy:**

If you miss your rental reservation date without providing any prior notice, you will be charged the full cost of your deposit and be put on a "No Show" list which could result in failure to rent a city facility in the future.

- **Rescheduling:**

We will do our best to accommodate rescheduling requests, provided you give adequate notice as outlined above.

- **Exceptions:**

In case of emergencies, please contact us as soon as possible to discuss possible adjustments to your rental reservation.

Contact Information:

Phone: Delphi City Building 765-564-2097

Email: mayoradmin@cityofdelphi.in.gov clerk@cityofdelphi.in.gov

By booking a rental reservation with the City of Delphi, you agree to abide by this cancellation policy.

All deposits MUST be paid 2 weeks prior to your reservation date. Key pick up and remaining rental balance are due 48 hours (or the Thursday) before your rental reservation date booking.

NAME: _____

ADDRESS: _____

PHONE: _____

I understand that by signing this agreement that I forfeit my deposit if I am a "NO SHOW" for a City of Delphi facility rental. I also understand that I will forfeit my deposit if I do not cancel a reservation within 48 hours.

SIGNATURE: _____

Revised 02/23/2026