

**DELPHI PARKS DEPARTMENT
FACILITIES RENTAL AGREEMENT**

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

	<u>Facility Rented</u>	<u>Rental</u>	<u>Tax</u>	<u>Total</u>	<u>Deposit</u>	<u>Total</u>
_____	City Park Shelter	\$25	\$1.75	\$26.75	\$50	\$76.75
_____	Riley Cabin	\$50	\$3.50	\$53.50	\$100	\$153.50
_____	Riley Park Shelter	\$25	\$1.75	\$26.75	\$50	\$76.75
_____	Riley Park Gazebo	\$25	\$1.75	\$26.75	\$50	\$76.75
_____	Trailhead Park Shelter	\$25	\$1.75	\$26.75	\$50	\$76.75

I understand there is a rental fee and state tax charged on the rental fee plus a deposit. The deposit will be returned to me shortly after my rental date if I properly maintain the facilities I am using and clean up after I am done. There will be **NO ALCOHOL BEVERAGES OR PETS** at Parks Department facilities. If there is a problem needing immediate attention, please contact the Park's Superintendent, Aaron Lyons, at 765-564-0053.

Renters of RILEY CABIN: **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.

If any of the following conditions are not met, I will forfeit the entire deposit:

- The use of tape, tacks or hooks on the walls or ceiling is not permitted in our facility.
- Sweep the floor (broom and dustpan provided)
- Clean any mess made inside or out
- Remove all trash (2 trash bags provided) – use dumpster at the park
- Turn stove OFF
- Turn the thermostat to 62 degrees during winter months; turn the thermostat to 78 degrees during summer months
- Turn off all lights except the outside lights
- Lock the doors and windows
- No one is to be in the building or park past 11:00 PM
- Return the key for the facility to the city office as soon as my rental time is over. If the city offices is closed, put the key in the Water Department night box.

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.org clerk@cityofdelphi.org

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