



# DELPHI COMMUNITY CENTER FACILITIES RENTAL AGREEMENT



Reservation Date: \_\_\_\_\_

Time From: \_\_\_\_\_ To: \_\_\_\_\_

	Rental Fee	Sales Tax	Total	Deposit	Total
_____ Four Hours	\$125.00	\$8.75	\$133.75	\$200.00	\$333.75
_____ Over Four Hours	\$200.00	\$14.00	\$214.00	\$200.00	\$414.00

The above fees may be paid with two (2) checks: One in the amount of the rental fee 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.**

- No *Alcoholic Beverages* in the facility or parking area.
- Non service animals not allowed
- The use of tape, tacks, or hooks on the walls or ceiling is not permitted.  
Candles are not to be placed on any tables. Candles for a cake only 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 (broom and dustpan provided in supply closet).
- Mop the floor if necessary.
- Remove ALL trash to the dumpster outside.
- If stove is used, make sure it gets turned OFF.
- Do not adjust thermostat.
- Please make sure both doors are locked when you leave.
- No one is to be in the building past 11:00 PM.
- Return the key for the facility to the DELPHI 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) ACKNOWLEDGMENT:** *We have read and fully understand the Community Center Rules. We agree to strict observance of these rules. We understand that any damage caused by our use of the Community Center or failure to abide by these rules could result in forfeiture of our deposit. We further agree to hold harmless, release, and indemnify the City of Delphi and Carroll County Council on Aging, Inc. from any and 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: \_\_\_\_\_

**Ordinance 2024-14**