

Shelter House Rental Agreement

Please stop by the water office to get the Shelter House key. It is the responsibility of the renter to return this key after rental. The rental fee is based on a 10-hour day.

Date(s) of Reservation

Hours of Reservation

Name

Phone #

Address

City

St.

Zip

Email Address

Name of event & Expected # of guests

Rental Information

The rental fee is **\$75.00, accompanied by a \$25.00 deposit**. The rental fee and the deposit **MUST BE PAID IN FULL** in order to reserve your spot.

Any violations will constitute the loss of your deposit and upon discretion of the board, loss of the option to rent the building in the future.

Rental Policies

By signing this agreement, the renter agrees to abide by the rules set forth below. Cameras have been installed due to destruction of the building and missing contents. **Cameras are NOT to be covered or moved to change the view in any way.** You will be responsible for any and all repairs to the building and its content and for anything missing from it. This building was constructed for the community to have a place to have fun with family and enjoy life. **The following policies are to be observed by all renters:**

- ☐ The renter must thoroughly clean up all areas used.
- ☐ The use of any type of adhesives, including but not limited to: tape, wires, tacks, nails, and glue to hang decorations is **STRICTLY PROHIBITED**. All decorations must be placed in the designated area only.
- ☐ Children must be under adult supervision at all times.
- ☐ Tables and chairs must be put back in the proper place after use.
- ☐ Tables and chairs are not to be removed from the premises.

- ☐ Restrooms must be left in a sanitary condition upon departure.
- ☐ No food or water should be left on surfaces or floors, with all waste properly disposed of.
- ☐ Trash bags must be left inside by the front door to be picked up by a town employee at a later time.

By signing this agreement with the Town of Dugger, I agree with its terms as stated and agree to follow them.

_____	_____
Signature	Date

Important Notice *** Spots WILL NOT BE RESERVED until payment is received in full along with the completed agreement*** **We cannot make exceptions.**

For Office Use ONLY		
Amt. Pd.	Date Pd.	Pd. Cash/Check

Please return this rental agreement along with payment (CASH OR CHECK) to Dugger
Utilities, P.O. Box 146 Dugger, IN 47848