

Community Building Rental Agreement

Please return this rental agreement along with payment (CASH OR CHECK) to:

Dugger Utilities
P.O. Box 146
Dugger, IN 47848

Door Access Information:

The door will automatically unlock at the start time of your reservation and remain unlocked for **one hour** after your event for cleanup. It will automatically lock at the end of this cleanup time. To enter, use the southeast gym door at the back, labeled with the number 1.

Example:

If your reservation is from 12:00 PM to 5:00 PM, the door will unlock at 12:00 PM and lock automatically at 6:00 PM (allowing for cleanup from 5:00 PM to 6:00 PM).

Reservation Details

Date(s) of Reservation: _____ **Hours of Reservation:** _____

Name: _____ **Phone #** _____

Email Address: _____ **Expected # of Guests:** _____

Address: _____

Rental Information & Policies

The deposit and rental fee must be paid in full in order to reserve your spot. If all rules are followed, the deposit will be refunded. The rental fee is based on a **10-hour day**. Any additional hours will be charged at **\$30 per hour**.

Any violations will result in the loss of your deposit and, at the discretion of the board, the loss of future rental privileges.

By signing this agreement, the renter agrees to abide by the following rules:

- ☐ Renters must only use the reserved areas.
- ☐ Children must be supervised at all times.
- ☐ Renters must clean all areas used and leave trash bags by the southwest door for pickup.
- ☐ Children cannot adjust the height of the basketball goals.
- ☐ Children cannot play with the foam pads behind the basketball goals.

- ☐ Batting practice is not allowed. Balls and other items should not be thrown at walls or light fixtures.
- ☐ No Wheeled Items: Bicycles, rollerblades, skates, and similar items are not permitted inside.
- ☐ Tables and chairs must be returned to storage after use. None may be removed from the building.
- ☐ Toilets must be flushed, and food/water should not be left in sinks or on surfaces.
- ☐ Renters may decorate the day before the rental, within a 2-hour time limit, if the building is not already reserved.
- ☐ Do not touch, move, or cover the cameras in the gymnasium. Violating this will result in being banned from future rentals.

The Town of Dugger is not responsible for accidents caused by misuse of furniture or equipment.

By signing this agreement with the Town of Dugger, I agree to these terms and will follow them.

Signature: _____ Date: _____

Rental Options (Please place a check mark next to the option you would like)

	Room(s)	Rental Amt	Deposit Amt	Total Amt
	Meeting Room	\$75.00	\$75.00	\$150.00
	Meeting Room & Kitchen	\$100.00	\$100.00	\$200.00
	Gymnasium (1.5hr Limit)	\$45.00	NO DEPOSIT	\$45.00
	Gymnasium (2hr Limit)	\$60.00	NO DEPOSIT	\$60.00
	Gymnasium (10hr Limit)	\$100.00	\$100.00	\$200.00
	Gym & Kitchen	\$150.00	\$100.00	\$250.00
	Entire Building	\$200.00	\$100.00	\$300.00

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 Paid: _____ Date Paid: _____ Paid By: Cash / Check # _____