



**MARTINSVILLE PARKS & RECREATION DEPARTMENT**

360 N Home Ave Martinsville, IN (765)342-3155

Park/Facility Usage Application

Park/Facility to be used: \_\_\_\_\_ Amount \_\_\_\_\_

Responsible Adult: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (home/cell) \_\_\_\_\_ (work) \_\_\_\_\_  
Email \_\_\_\_\_  
Date of event \_\_\_\_\_ Time of arrival \_\_\_\_\_ Time of departure \_\_\_\_\_

**RENTAL RULES**

- No vehicles or trailers are allowed off the roadway in the grass at any time.
- The Martinsville Parks & Recreation Department asks you to help keep our parks clean and keep rental fees down. Be concerned about trash, yours and others'.
- Report any problems to Park office before the following morning at 765-342-3155.
- All dogs must be on a leash at all times. Please clean up after your pet.
- Availability of facilities are on a first-come, first-paid basis.
- Rental fees are due and payable at time of making reservation or within 48 hours.
- **No firearms or alcoholic beverages of any kind are permitted on Park property. No smoking in Shelter Houses or within 50ft of playgrounds or pool.**
- **NO FIREPITS, BOUNCE HOUSES OR AMUSEMENT EQUIPMENT ALLOWED IN PARKS, EXCEPTIONS By PERMISSION ONLY.**

It is understood that no person, group, or organization has any vested right to the exclusive use of park property. The use of any/all park property is subject to availability and approval by the Martinsville Parks & Recreation Department, subject to the policies, rules, and guide-lines of the Martinsville City Council. Renter agrees that no firearms or alcohol will be at the park facility. All payments, requests, and paperwork must be received by the Park Office before the requested usage date. It is understood that sponsored activities have priority over all other activities in using park facilities and this permit is subject to cancellation in the event of an emergency.

**Renter(s) agrees that reservation payments are not refundable if the event is cancelled by Renter(s).**

If a facility rental permit is granted, the renter(s) agrees to be responsible for any accidents or injuries sustained by any person attending or participating in programs at park facilities, and to be responsible for replacement in case any damage or loss is incurred. The renter(s) agrees that they shall be held fully and solely responsible for any and all damages and/or missing equipment or defects to park property incurred during their event. Renter(s) further agrees that Board shall have fifteen (15) days from the date of the event to forward to the Renter(s) any applicable damage estimate. A certificate of insurance naming the Martinsville Parks & Recreation Board, the Department, and the city of Martinsville as additional insured may be required.

**All users agree to adhere to the Rules, applicable federal, state, and local laws, and any specific guidelines outlined by the Department. The undersigned hereby acknowledge receipt of the Rules.**

\_\_\_\_\_  
Signature of Authorized Representative of Group

\_\_\_\_\_  
Date

**Make checks payable to Martinsville Parks and Recreation {Date & Shelter # in Memo}**

# SECURITY DEPOSIT AGREEMENT

RENTER: \_\_\_\_\_

AMOUNT OF DEPOSIT: \$ \_\_\_\_\_

- CASH
- CHECK
- MO

FOR SHELTER #: \_\_\_\_\_

Refund of the full Security Deposit will occur if the following criteria is met:

1. No damages to the shelter
2. Remove all trash and discard in the white truck in front of the Maintenance Building.
3. No portion of the security deposit will be used in the rental price.
4. If you are entitled to a refund a check will be mailed to the address on file with the contract.
5. I agree with the criteria as set above:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_