

**RENTAL CONTRACT  
FOR CITY OF LAUREL BALL PARKS**

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

Name: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Organization \_\_\_\_\_

Telephone \_\_\_\_\_

Activity being held: \_\_\_\_\_

Facility Desired: \_\_\_\_\_

Length of use: \_\_\_\_\_

Estimated number of participants per event: \_\_\_\_\_

I certify that the information given above is true to the best of my knowledge, and I agree to follow the guidelines for this facility. I understand that this agreement shall become void if any of the above information is found to be false or if any portion of the guidelines is violated during my use of this facility. Further I agree to abide by all applicable laws of the City of Laurel, County of Jones, and State of Mississippi.

Applicant's signature: \_\_\_\_\_

Rental fee: \_\_\_\_\_ +/- \_\_\_\_\_ Paid \_\_\_\_\_

Deposit: \_\_\_\_\_ Paid \_\_\_\_\_

Please attach check or money order and send to Laurel Parks and Recreation Department, P.O. Box 647, Laurel, MS 39441 Attn: Susan Ward. Please be aware that this contract will not be approved until payment of the deposit has been received.

Office telephone: 428-6452 Fax Number: 428-6478

\_\_\_\_\_

For office use only:  
Approved: \_\_\_\_\_

Disapproved \_\_\_\_\_ Reason: \_\_\_\_\_

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

Payment received \_\_\_\_\_ Date \_\_\_\_\_

## **GUIDELINES FOR USE OF CITY OF LAUREL RECREATION FACILITIES**

**Adherence to these guidelines is required for use of Laurel Recreation Department facilities. Violation of these guidelines will cause rental contract to become voided.**

1. Persons or organizations requesting rental of the facility are required to furnish proof of age. Applicants must be 25 years of age. Renters are responsible for any damage or theft to the facility and/or equipment that occur during the applicant's occupancy, regardless of the cost.
2. Smoking is not permitted inside public facilities. (INDOORS), or within the common areas inside Ball Parks.
3. All garbage and food must be collected and left in trash receptacles located at the facility at the end of the applicant's rental time.
4. Furniture may not be removed from the facility.
5. No nails, staples, tacks, tape or other adhesives may be used on the walls or any other surface in the facility.
6. The City of Laurel does not provide security for organizations renting this facility and the City of Laurel is not responsible for theft or damage that may occur to the vehicles or other belongings of those renting this facility. The City of Laurel recommends that organizations using this facility enlist the services of a security guard during the rental time.
7. The condition in which the premises are left after the use of the facility will determine the future approval of use of Recreation Department facilities.
8. Applicants shall not permit disruptive or lewd behavior or the use, possession or distribution of any pornographic material, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or allow illegal acts to be committed on City property. Sexually oriented behavior is strictly prohibited.
9. All applications for rental must be approved by the appropriate facility manager or the Recreation Supervisor.
10. There shall be no door charges unless approved by the Recreation Director, or his designee. The attendant present is in charge of the facility and shall have the authority to take measures to insure that all rules are followed.

11. Reservations for facilities must be made at least 2 weeks prior to the date of desired use. Reservations are not finalized until payment of the deposit is received.
12. In the event that a reservation must be canceled, the Managers Office personnel must be notified as soon as possible.
13. In the event that a reservation must be canceled, the Managers Office personnel must be notified two weeks prior to the reservation in order to be refunded deposit amount.
14. The individual who signs the rental agreement assumes responsibility for the actions of those present at the Recreation facility during the rental time stated on the contract. Any applicant granted use of this facility may not assign his/her rental time to another person, group or organization.
15. Facility lessee will hold City of Laurel harmless of any injury of person, equipment, and or possessions during the period of rental, except where the City may be deemed negligent.
16. Any deviation from this contract must be authorized by the Recreation Department.

Applicant's signature: \_\_\_\_\_

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

# **RULES OF CONDUCT**

1. RESPECT THE FACILITY AND ITS STAFF, AS YOU ARE OUR GUEST.
2. THERE IS NO SMOKING ALLOWED IN THE BUILDING.
3. THE SALE OF ALCOHOL IS NOT ALLOWED ON CITY PROPERTY. CONSUMPTION OF ALCOHOL IS ALLOWED ONLY WITH PRIOR AUTHORIZATION OF THE MAYOR, CITY ADMINISTRATOR OR THE PARKS AND RECREATION DIRECTOR.
4. ALL FUNCTIONS MUST END BY 1 AM. FUNCTIONS WHERE MINORS (UNDER 18 YEARS OF AGE) ARE CONCERNED MUST END BY 10:30PM TO MEET CURFEW LAWS SET BY THE CITY OF LAUREL.
5. THERE MAY NOT BE A COVER CHARGE AT ANY FUNCTION, UNLESS OTHERWISE APPROVED BY ADMINISTRATION.
6. THE PERSON RENTING THE FACILITY MUST BE PRESENT AT THAT FUNCTION, AND WILL BE HELD RESPONSIBLE FOR DAMAGES OR DISRUPTIVE BEHAVIOR.
7. THERE MUST BE AT LEAST ONE CHAPERONE PER 25 PERSONS WHEN THERE ARE MINORS INVOLVED (UNDER THE AGE OF 18)
8. SECURITY WILL BE REQUIRED AT THE EXPENSE OF THE RENTERS FOR ALL FUNCTIONS CONCERNING MINORS.
9. THE RECREATION DEPARTMENT REQUIRES AN ESTIMATED NUMBER OF PARTICIPANTS BEFORE THE EVENT, AND CAPACITY NUMBERS SHALL NOT BE VIOLATED.
10. NO SMOKE, FOG, DRY ICE MACHINES OR SIMILAR TYPE APPARATUS ARE ALLOWED.
11. LIGHTS MUST REMAIN ON DURING NIGHT FUNCTIONS, UNLESS APPROVED OTHERWISE BY STAFF.
12. THE STAFF MEMBER(S) ON DUTY HAS FINAL SAY ON ALL RULES, DISPUTES, ETC.
13. GUIDELINES SPECIFIED IN SECION 8.2-2. OF ORDINANCE NO. 1077-1986 (COPY ATTACHED), MUST BE COMPLIED WITH.
14. SEXUALLY ORIENTED BEHAVIOR IS STRICTLY PROHIBITED.
15. ENJOY YOURSELF SAFELY!

Printed name of Lessee Signature of Lessee\_\_\_\_\_