

BAY COUNTY PARKS & RECREATION DIVISION

RULES GOVERNING USE OF COMMUNITY BUILDING

1. **RESERVATIONS:** Reservations may be made by calling the Bay County Parks & Recreation Division at 784-4065 Mon. - Fri. from 8:00 a.m. till 5:00 p.m. After your reservations are confirmed, you will be required to pay a seventy five dollar (\$75.00) refundable deposit along with a seventy five dollar (\$75.00) rental fee. The deposit and rental fee will be paid when the key is obtained from the Bay County Parks & Recreation Division. The key will be issued to adults only. Your deposit will be refunded when the key is returned and you have passed inspection by the Parks & Recreation Division.

2. **The individual making the reservation for the Community Building (the "Renter") will be responsible for the following:**
 - A. **NO ALCOHOLIC BEVERAGES ALLOWED**
 - B. Folding tables and chairs will be folded and stacked in the appropriate place.
 - C. Renter will assume full responsibility for damages and/or losses to equipment in the building.
 - D. Sweep and mop floors, pick up trash inside and outside the building (Brooms and mops will be furnished by the County inside the building and trash receptacles will be provided outside the building. However, cleaning supplies are the responsibility of the "Renter").

NO TRASH WILL BE LEFT INSIDE THE BUILDING

- E. Make sure all kitchen appliances are turned OFF.**
- F. Make sure air/heat unit is turned OFF.**
- G. Make sure all doors and windows are secured and locked.**
- H. All teenage activities of any kind will be properly chaperoned.**
- I. The "Renter" agrees to indemnify and save Bay County harmless from any and all liability of any nature whatsoever resulting from and arising out of the use of the Community Building, such promise to indemnify shall include costs incurred by Bay County including attorneys fees in defending such claims.**

This Community Building is for your use and enjoyment. Please help us maintain this building and equipment in good serviceable condition.

IN CASE OF EMERGENCY CALL: BAY COUNTY CONTROL AT (850) 784-4000

YOUR COOPERATION WILL BE GREATLY APPRECIATED. THANK YOU

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