

West Mayfield Park Shelter Rental Agreement

Park Shelter Rental Rules & Regulations & Kitchen Rental Rules

This Park Shelter Rental Agreement (“Agreement”) is entered into by and between **West Mayfield Borough** and the undersigned **LESSEE** for the rental of a park shelter located within West Mayfield Borough.

West Mayfield Park shelters are available for events as outlined herein. The LESSEE designated below is responsible for abiding by the stated terms of this Agreement. Facility rental is reserved by paying the required deposit, refundable after the event, subject to inspection as indicated below. Rental fee must be paid in full seven (7) days prior to the event.

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LESSEE INFORMATION

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Event Date: _____

Type of Event: _____

Shelter Requested:

- Shelter #2
- Shelter #2 + Kitchen
- Kitchen Shelter
- Shelter #3

RENTAL RATES & FEES

- Shelter #2: \$100.00 per day
- Shelter #2 + Kitchen: \$130.00 per day
- Kitchen Shelter: \$100.00 per day
- Shelter #3: \$50 per day
- Security Deposit (Refundable): \$75.00
- Kitchen Rental (if applicable): \$30.00

Total Amount Due: \$ _____

- Deposit is required to reserve the date.
- Rental fee must be paid in full seven (7) days prior to the event.
- Deposit will be refunded after inspection, provided all terms are satisfied.

RENTAL PERIOD

- Maximum daily rental period is **11:00 a.m. to 8:00 p.m.**
- Everyone must vacate the facility by dark.

INDEMNIFICATION

LESSEE agrees to indemnify and hold harmless the Borough of West Mayfield from any liability resulting from any act, neglect, or otherwise by a person on the subject premises while under possession or control of LESSEE.

RULES AND REGULATIONS

Failure to abide by these rules and regulations will result in forfeiture of the deposit.

- No shelter rental for monetary gain is permitted unless approved by the Borough.
- No staples or tacks are to be used for decorating. Tape must be removed at the end of rental.
- No loud music or noise audible from the roadway is permitted.
- Grills are provided in the park. Use with care or provide your own. No ground fires permitted.
- Cooking charcoal must be extinguished and cold after use.
- No weapons or alcohol are permitted in the park. Absolutely no illegal substances or illegal activities will be tolerated.
- Limited electrical service is available. Do not overload outlets.
- LESSEE is responsible for cleaning the shelter after the event.
- Trash must be disposed of in the dumpster.
- All floors must be swept.
- Tables must be cleaned.
- Litter must be cleared from the parking lot.
- Damage must be immediately reported.

- LESSEE is liable for repair of any damage occurring during the rental period.
- The park must be cleaned as it was when you arrived.
- All garbage must be bagged and placed in the dumpsters located near Shelter 2.
- Bathrooms and surrounding areas must be kept clean or deposit will not be returned.
- Do not injure or deface physical or natural property.
- Drugs and alcohol are not permitted in the community park.
- Pets are allowed but must be leashed, contained, or controlled.
- No self-fundraisers are permitted on the grounds.
- Renters must abide by local law enforcement rules.
- Live music only with Borough approval.
- No dirt bikes or ATVs permitted.
- No inflatable jungle gyms, water slides, or similar structures permitted.
- In the event of an emergency, contact 9-1-1.
- Deposit and rental fee must be paid when signing the contract (subject to the 7-day full payment requirement stated above).
- Please help keep our park beautiful.

KITCHEN RENTAL

1. Authorized Use

- Kitchen use is limited to LESSEE and designated event helpers.
- Kitchen may only be used during the approved rental period.
- No commercial food production or resale is permitted unless approved in writing.

2. Food Safety & Compliance

- LESSEE is responsible for complying with all applicable local, county, and state health regulations.
- All food must be stored, prepared, and served in accordance with safe food-handling practices.
- Proper temperature control must be maintained for hot and cold foods.
- The Borough of West Mayfield is not responsible for foodborne illness.

3. Equipment Use

- Kitchen equipment is to be used properly and only for its intended purpose.
- No equipment may be removed from the premises.
- Do not overload electrical outlets.
- Any malfunctioning equipment must be reported immediately.
- LESSEE is financially responsible for damage caused by misuse or negligence.

4. Cleaning Requirements

- LESSEE must leave the kitchen in the same condition as received, including:
 - All counters wiped and sanitized
 - Sinks cleaned
 - Appliances cleaned inside and out (if used)
 - Floors swept and mopped
 - Trash removed to designated dumpsters

- All food and personal items removed
- Failure to properly clean the kitchen will result in forfeiture of deposit and possible additional cleaning fees.

5. Supplies & Consumables

- LESSEE must provide their own:
 - Cleaning supplies (unless otherwise specified)
 - Dish soap and sanitizers
 - Towels and paper products
 - Cooking utensils and cookware (unless provided and inventoried)
 - Borough supplies (if any) may not be removed.

6. Grease & Waste Disposal

- No grease, oil, or food scraps may be poured down drains.
- Grease must be disposed of in proper containers.
- All garbage must be bagged and placed in designated dumpsters.

7. Fire & Safety Regulations

- No open flames except approved cooking appliances.
- Fire extinguishers must remain accessible at all times.
- Do not disable smoke detectors or safety devices.
- Cooking equipment must not be left unattended while in use.

8. Supervision & Age Restrictions

- Minors are not permitted in the kitchen without adult supervision.
- At least one responsible adult must be present during kitchen use at all times.

9. Inspection

- Kitchen will be inspected before and after rental.
- LESSEE must report pre-existing damage before use.
- Failure to report prior damage may result in liability charges.

10. If Damage Occurs:

- Repair costs exceeding deposit will be billed to LESSEE.

11. Indemnification (Kitchen-Specific Clause)

- LESSEE assumes full responsibility for all activities conducted in the kitchen area and agrees to indemnify and hold harmless the Borough of West Mayfield from any claims, injuries, damages, or losses arising from kitchen use.

CANCELLATION POLICY

- Cancellation by LESSEE **30 days prior** to rental date will receive a full refund of deposit.
- Cancellation with **less than 30 days' notice** may result in forfeiture of deposit.

- Due to circumstances beyond its control, the Borough may cancel a scheduled rental. In such a case, the deposit will be fully refunded, and no further liability or cost shall be held against the Borough.

AGREEMENT & SIGNATURES

By signing below, LESSEE acknowledges that they have read, understand, and agree to comply with all terms and conditions outlined in this Agreement.

LESSEE Signature: _____

Printed Name: _____

Date: _____

Borough Representative: _____

Date: _____

For Office Use Only

Deposit Paid: \$_____ Date: _____

Rental Fee Paid: \$_____ Date: _____

Kitchen Fee Paid: \$_____ Date: _____

Inspection Completed By: _____

Deposit Returned: Yes / No

Date Returned: _____