

**[NAME OF FACILITY]**  
**[FULL FACILITY ADDRESS]**  
**PHONE & FAX NOS]**

**RENTAL APPLICATION & AGREEMENT**

**Lessee Information:**

<b>Name of Group or Individual(s):</b>	
<b>Address:</b>	
<b>City/State/Zip:</b>	
<b>Phone Number(s):</b>	
<b>Fax Number:</b>	
<b>Email Address(es):</b>	
<b>Nature of Event:</b>	
<b>Anticipated Attendance:</b>	

**Date(s) and Hours Requested (the "Event Date"):**

Date(s)	From (am/pm)	To (am/pm)

**For Juvenile Party Use Only:**

Number of Juveniles	Number of Chaperons
<b>Names of ALL Chaperons</b>	

**Terms of Rental:**

1. This Agreement covers rental of the *[insert the areas covered by the agreement, e.g. kitchen area, picnic area #'s, barbecue pits, etc]* only (the "Rental Area"). Restrooms, picnic tables and barbecue / fire pits outside of this area remain open for public use.
2. Unless previously agreed to in writing, decorating of the Rental Area shall take place on the Event Date, beginning no earlier than \_\_\_\_\_ a.m. No nails, tacks or staples are to be used on walls, ceilings, doors or picnic tables.