



2024 Community Room, Gymnasium, & General Meeting Room Rental Agreement



Name: _____ Date of Birth: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Type of Event Being Held: _____ Rental Date: _____

Rental Time Frame: _____ Exact Time of Arrival: _____ Exact Time of Departure: _____

List # of Tables & Chairs Needed for Event: _____

Rental Options:

Community Room	Rental Fee	Select Option
Monday-Thursday (8:00 am-9:00 pm)	\$35/hour	
Friday (8:00 am-5:00 pm)	\$35/hour	
Friday (after 5:00 pm), Saturday-Sunday	\$300/day	

Gymnasium	Rental Fee	Select Option
Monday-Thursday (8:00 am-9:00 pm)	\$60/hour	
Friday (8:00 am-5:00 pm)	\$60/hour	
Friday (after 5:00 pm), Saturday-Sunday	\$250/0-4 hours \$350/4-8 hours	

Meeting Rooms & Dance Studios	Rental Fee	Select Option
Monday-Thursday (8:00 am-9:00 pm)	\$25/hour	
Friday (8:00 am-5:00 pm)	\$25/hour	

Party Package: Community Room & Gymnasium	Rental Fee	Select Option
Friday (after 5:00 pm), Saturday-Sunday (hours vary)	\$350/0-2 hours \$400/2-4 hours \$450/4-6 hours \$500/6-8 hours	

Rental Total: _____

FOR OFFICE USE ONLY

RENTAL DATE: _____ PAYMENT TYPE: _____ CHECK #: _____

AMOUNT PAID: _____ RECEIPT #: _____ PROCESSED BY: _____

BATTELL CENTER RULES AND REGULATIONS

1. Rental fee is required at time of reservation. The Community Room, Gym, or Meeting Room is considered reserved only when an Agreement is obtained, fee paid & Waiver of Liability has been signed regarding the date and time to be used. **(All rooms are separate rentals.)**
2. Entrance to the facility must have prior arrangement before the scheduled event with the Battell Center Office.
3. Permit holder will be responsible for all damages to building and any damage to the exterior of the building and the encompassing premises.
4. No alcohol is allowed on the premises.
5. Live music must have prior approval.
6. Permit holder agrees that all personal property placed in or on the premises will be removed from the premises immediately following scheduled event. Battell Center will not hold items or be responsible for any items lost or stolen.
7. Permit holder will be responsible for any damage, injury, or loss to the building during permitted use, whether caused intentionally or negligently.
8. Permit holder will ensure that the following items have been completed before leaving the building:
 - A. Wash all tabletops.
 - B. Make sure the kitchen is clean and the refrigerator is left in the original condition.
 - C. Clean stove (if food spills, it must be cleaned up).
 - D. All trash must be placed in trash cans.
 - E. Restrooms must be left clean.
9. The individual renting the facility provides all catering services, tables, chairs, tableware, decorations, etc.
10. Cancellation must be made according to the Refund Policy.

REFUND POLICY

Following is the policy for making refunds from the Mishawaka Parks & Recreation Department for buildings (Battell Center):

1. A refund will be granted only if the function is canceled a minimum of sixty days prior to the scheduled date at any pavilion, building (Battell Center) or diamond rental.
2. Refunds will be paid by check – payable to the name listed on the rental receipt. An original receipt must be presented to the Battell Center Office for a refund.
4. NO REFUND will be given due to inclement weather.
5. Refunds take approximately four to six weeks to process.
6. By Battell Center. The Mishawaka Parks and Recreation reserves the right to refuse, reschedule or cancel any approved reservation due to any unforeseen circumstances that may arise. Every effort will be made to schedule a make-up time if the event is cancelled due to inclement weather or causes beyond our control. However, if that is not possible, no partial refund will be provided. Provided, however, if such termination is not for cause, any deposit made by the contracting party shall be refunded.

I have read the rules, regulations, statements and fully understand them. I have read the Refund Policy and understand its conditions.

Permit Holder's Signature: _____ Date: _____

RELEASE AND INDEMNIFICATION AGREEMENT

For and in consideration of the City of Mishawaka licensing the undersigned to use the facility listed above, the undersigned, my executors, administrators, heirs, and assigns, hereby releases and agrees to indemnify and hold harmless the City of Mishawaka, Battell Center, the Mishawaka Parks Department, their Agents and employees, from any and all actions, causes of action, claims for damages whatsoever which may hereafter be made, instituted, filed, or recovered against the City of Mishawaka, Battell Center, the Mishawaka Parks Department, their agents and employees, by the undersigned and any person or persons as the result of the use of the above named facility or any activity or event located on the premises. The City of Mishawaka, Battell Center, the Mishawaka Parks Department, their agents, and Employees, are relying on said release indemnification and hold harmless agreement on the part of the undersigned in allowing and permitting the undersigned to use the facility mentioned above.

Permit Holder's Signature: _____ Date: _____