



RENTAL AGREEMENT & TERMS

Hartman No 2 Covered Bridge

LICENSEE INFORMATION

Renter Name:			
Email Address:			
Phone, Mobile:		Other:	
Mailing Address:			
City:			
State:	OH	Zip:	

VENUE INFORMATION

Venue Requested:	Hartman No 2 Covered Bridge Lockville Canal Park 5895 Pickerington Rd; Carroll, OH 43115
Date of Event:	
Time of Event:	
Type of Event:	
Number of People:	

Agreement to Terms of Use

I certify that I have read the contract provisions, rules, and regulations on pages 3-4 of this document and agree to the terms and conditions thereof.

Signature:	
Date:	

Reservation is not guaranteed until confirmation is sent by Fairfield County Park District. If you have any questions regarding this reservation, send an email to gcaito@fairfieldcountyparks.org or call 740 681-7249.

Form Revised 03/11/2019

For Office Use Only

Info Taken By:	
Insurance Required?	<input type="checkbox"/> No <input type="checkbox"/> Yes
	<input type="checkbox"/> Proof of Insurance received / /
Non-Refundable Fee:	\$ 50.00
Security Deposit:	\$ 100.00
Payment Method:	<input type="checkbox"/> Cash <input type="checkbox"/> Check, Check No:
Entered into Calendar:	<input type="checkbox"/> Yes, by _____
Confirmation Sent:	<input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Phone
Deposit Refunded?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No, Deposit retained for the following reason(s):

Fairfield County Park District (FCPD) Rental Facility Policy

The current Fairfield County Park District facilities that are rentable are:

- Johnson Covered Bridge at Two Glaciers Park, 7636 Clearport Rd. SW, Lancaster, OH 43130
- Rock Mill Covered Bridge at Stebelton Park at Rock Mill, 1429 Rockmill Place NW, Lancaster, OH 43130
- Hartman No 2 Covered Bridge at Lockville Canal Park, 5895 Pickerington Rd., Carroll, OH 43112
- Picnic Shelter at Smeck Park, 7395 Basil Rd, Baltimore, OH 43105

The cost of renting the covered bridges is \$150.00 per day which includes a \$100.00 deposit. The deposit is returnable if all aspects of the contract are met.

Licensee (renter) agrees to the following:

1. An approved agreement is required for the use of facility rentals.
2. All facility rentals require a two-hour minimum rental and can be rented up to 6 hours.
3. Events shall be held during hours that parks are open except by permission of the Park Director. In that case, a fee may be charged. (Initial: ____)
4. Security Staff Requirement: Security staff may be required for groups of 100 or more. A charge of \$35.00 per hour for security may be assessed for these events. A charge for a minimum of four (4) hours must be paid for security staffing.
5. Smoking is prohibited on all FCPD properties including buildings, outdoor facilities and covered or uncovered entrances. (Initial: ____)
6. Hold Harmless Clause: Licensee agrees to save, defend, and hold harmless FCPD and its agents/employees from any and all claims for loss/damages, including any governmental fees, fines or penalties (including legal fees and costs incurred) arising from Licensee's use or occupancy of any FCPD property for any activities conducted by Licensee on that property. (Initial: ____)
7. Licensee who abuses the facility or violates rules and regulations will not be issued any future reservations and charges for damage will be assessed. (Initial: ____)
8. If FCPD property loss is incurred as a result of the use of the facility by the Licensee, the amount of damage shall be determined by the FCPD Board of Park Commissioners. The Licensee shall be billed an amount which shall cover the damage and shall pay all costs of collection including reasonable attorneys' fees. FCPD advises the Licensee using FCPD space that it should (in its own interest) secure appropriate insurance coverage for the period the facility is being used. Insurance may be required in some circumstances. (Initial: ____)
9. Decorations: No tacks, staples, screws or nails are to be used anywhere in the covered bridge. No confetti, glitter and/or similar decorations are to be used. String, rope and tape are acceptable for decorations. (Initial: ____)
10. Portable grills are prohibited inside the covered bridge and must not be located any closer than 25 feet from any structure. Cooking apparatus using bottled propane is permitted on park property with prior authorization of the Director or his designee. (Initial: ____)
11. Special Events: No special events, dunking booths, inflatables, stages, etc. will be permitted without a written approval from the director and a Certificate of Insurance in the amount of \$ 2,000,000.00 listing FCPD Board of Commissioners as the Certificate Holder is obtained and presented to FCPD indemnifying and saving harmless FCPD from any and all liability. (Initial: ____)
12. No betting or gambling is permitted on FCPD property. (Initial: ____)
13. Equipment and Supplies: FCPD does not furnish additional equipment and supplies beyond those items currently on the premises, including outdoor restrooms. Deliveries of equipment and supplies by outside vendors must be in the name of the Licensee. Licensee is responsible for making sure that any and all

deliveries have been received prior to the event. All soft drinks must be in plastic bottles or cans. (Initial: ____)

14. Firewood: Gathering of firewood is prohibited in the parks, unless a separate license is obtained from FCPD. (Initial: ____)
15. Parking: Park in designated areas only. There is to be NO PARKING in grass, on trails, along roadways and turn-arounds. Parking overnight is prohibited; any vehicle in the park after hours will be towed at the owner's expense. FCPD assumes no liability or responsibility whatsoever of damages to any vehicles or contents thereof. (Initial: ____)
16. Loud Disturbance: Excessive noise shall not be permitted on FCPD property. It is the responsibility of the Licensee to control such things as music, speakers, boisterous participants, etc. Failure to control may result in closing the event as well as any criminal charges that may result. (Initial: ____)
17. Cleanup is the responsibility of the Licensee. Clean up procedures required include:
 - a. All trash (food, cups, plates, paper, tablecloths, bottles, decorations, etc.) must be bagged and placed in the trash receptacles provided by FCPD.
 - b. FCPD grounds must be cleared of litter. (Initial: ____)
 - c. Only table decorations may be used. Decorations may not be attached to any part of the covered bridge. (Initial: ____)
 - d. Licensee must strive to leave the premises in the orderly condition in which it was found. FCPD may bill the Licensee for clean-up and/or repair of damages, if necessary. (Initial: ____)
18. The use of any open flames is prohibited inside FCPD rental facilities. (Initial: ____)
19. Licensee will pay 100% of the total rental fee due upon making a reservation. (Initial: ____)
20. Cancellation/Refund Policy: A \$15.00 processing fee will be charged for all cancellations made at least 14 days prior to the scheduled rental date. A \$25.00 processing fee will be charged for all cancellations made 13 days or less to the scheduled rental date. (Initial: ____)
21. Throwing of water balloons, eggs, lawn darts, and boomerangs is prohibited. (Initial: ____)
22. No admission charge or selling of goods and/or services is allowed without prior approval from FCPD Director.
23. Children must be supervised and accompanied by an adult at all times while on the premises.
24. Licensee will identify a designated person who will accompany a staff person for pre-event and post-event onsite inspection of the premises. (PRINT NAME: _____)
 - a. The designated person (s) will be notified by the facility staff of the time one (1) hour prior to the end of the event. It is the responsibility of the Licensee to complete the function by the time (including cleanup time) specified on the contract. If the function time should exceed the regularly scheduled function time by 15 minutes or more, the Licensee must pay for an additional hour. (Initial: ____)
25. All events must be complete no later than one half hour before sunset. (Initial: ____)
26. FCPD must be contacted at least 7 business days prior to the function of any changes of time or number of attendees. The changes must be approved by the Finance and Administration Officer.
27. No alcoholic beverages allowed on FCPD premises except by special permit.
28. No tents or temporary cover is permitted in grassy areas of the park. (Initial: ____)

By signing in the spaces below you, the Licensee, establish that you fully understand and agree to comply with all terms stated within the procedures governing FCPD facility usage.

LICENSEE SIGNATURE

DATE