

VILLAGE OF METAMORA SHELTER HOUSE WITH KITCHEN RENTAL AGREEMENT

This is to confirm that _____ (print name) has reserved Shelter House ____ (A, B, or C) and the kitchen for a (an) _____ (activity), on _____ (day), _____ (month) _____ (date), _____ (year) from _____ (arrival time) until _____ (departure time).

1. APPLICATIONS: This document will serve as your confirmation and as your application. It must be signed and returned to the Village Office along with rental and deposit fees. Dates are not reserved until this application and all fees and deposits are received by the Village Office. Application along with fees can be mailed to: **Metamora Village, P.O. Box 299, Metamora, OH 43540** or **dropped off at the Village Office.**

2. FEES AND DEPOSITS: The following rental and deposit fees shall be payable to the Village of Metamora and submitted with this application.

- A. **Rental Fee:** A rental fee of \$75 for village residents, and \$100 for non-residents shall be paid for one day use of the park shelter and;
- B. **Deposit:** A deposit for clean-up, damages and keys shall be set at one hundred dollars (\$100). Said deposit shall be a separate payment and will be returned in full if park shelter and kitchen area is satisfactory cleaned, no damages have occurred, all park rules have been adhered to and the keys have been returned to the Village Office. If damage occurs and/or park rules are violated, the village may retain said deposit. In the event clean up or damages exceed deposit, the renter shall be responsible for payment of the deficiency.

3. LIABILITY OF VILLAGE: The Village of Metamora shall not be liable or responsible for any damage to property, lost or stolen property, or injury to persons. Renters shall hold the Village of Metamora harmless from all such losses and liabilities incurred during the rental period.

4. PARK FACILITIES: Park facilities are not exclusively for the use of the renter. Ball diamonds, volleyball and tennis courts may be used if available. Parking is on a first come first use basis. Renter is responsible for the facilities during times indicated on this agreement and should remain on site while facilities are unlocked. Equipment and inventory contained in concession kitchen are not for use by the renter.

5. CANCELLATIONS: Please call the Village Office at 419-644-2051 to cancel the reservation. A seven (7) day prior notice is required for full return of rental and deposit fees. In the event cancellation notice is less than seven (7) days from date of reservation, the village has the right to retain entire rental fee but will return deposit fee.

6. **KEY(S):** It is the renter’s responsibility to pick up the applicable keys at the Village Office between 8:00 AM and 4:00 PM on _____ and return the key to the Village Office between the hours of 8:00 AM and 4:00 PM on _____.

7. **ALARM SYSTEM:** It is the responsibility of the renter to contact a Village representative to disarm the alarm system **PRIOR** to unlocking any doors or entering any building. It is also the responsibility of the renter to contact a Village representative **AFTER** all doors have been locked and the buildings have been vacated.

Renter’s Name: _____

Address: _____

Home phone: _____

Cell phone: _____

Email: _____

I agree to the terms and conditioned outlined in the Rental Agreement:

Renter’s Signature

Date

7. **POST RENTAL:**

Key(s) Returned: _____
(Date)

(Village Staff Signature)

Deposit Returned: _____
(Date)

(Renter’s Signature)

Deposit Retained: _____
(Date)

(Renter's Signature)

Reason: _____

Village Shelter Contacts:

- 1. **Cathy Mossing (419) 376-4483**
- 2. **Heather Lumbrezer (419) 708-0022**
- 3. **Kyle Condon (419) 708-9950**