



FACILITY RENTAL AGREEMENT
2077 CAMBRIDGE DRIVE, LEXINGTON, KY 40504

Upon request of _____ Date _____
Name of Person applying Today

Address City, State, & Zip Code Phone

Permission for use of the **Jesse Higginbotham Neighborhood Center** to _____
Organization/Individual Name

For _____ people, from _____ am/pm to _____ am/pm SUN M T W TH F SAT
Number Time Time

The neighborhood center is only fire rated for up to 82 people. Would you like to reserve use of the patio area along with the indoor portion of the Neighborhood Center? YES or NO

Date(s) _____ Purpose or nature of meeting/activity _____

1. No one under the age of 21 may rent the facility. The Applicant is responsible for the facility's equipment and also responsible for the group's conduct and respect for the facility.
2. Sales, or the exchanging of money, are not permitted unless authorized by the Cardinal Valley Park Activity Board or the Director of Parks & Recreation.
3. Alcoholic beverages are not permitted.
4. Smoking is prohibited within a reasonable distance from the outside entrance to the Facility.
5. Carrying a concealed deadly weapon in the facility or on the premises is not permitted.
6. No fighting or profanity are allowed in the facility or on the grounds. Failure to adhere to this policy may result in the revocation of rental privileges or facility use in the future.
7. Children must be supervised at all times.
8. **The cost for single event rental is \$150.00 for up to the first four (4) hours and \$40.00 per additional hour and \$200.00 damage/cleaning deposit, payable in cash. This total is to be paid at the time the rental agreement is signed.**
9. Any noise ordinance infringement will result in the loss of damage deposit and permit holder may be subject to additional fees or fines.
10. Any person renting Jesse Higginbotham Neighborhood Center cannot, in any way, transfer their rental privilege to any other person or persons.
11. Police are subject to patrol all events.
12. All decorations must be removed immediately after the activity. Any decorations which have damaged the facility will result in loss of damage deposit and you may be subject to additional charges for repairs.

13. **All activities must cease and the facility vacated by 10:00 p.m., with no exceptions.** The Applicant is responsible for ensuring the parking lot is clean (dispose of paper, plastic, cans, bottles, etc.). Chairs and tables must be cleaned of any food or debris. No chairs or tables may be moved outside of the building. **If you stay past 10:00 p.m., the deposit will be forfeit and/or possibly banned from future use of the space.**
14. Any person or group renting the Facility shall comply with all ordinances, statutes, state and federal law.
15. The Applicant shall release, absolve, indemnify, save and hold harmless the Cardinal Valley Park Activity Board, Inc. and its agents, the Lexington-Fayette Urban County Government, the Division of Parks and Recreation, and their agents and employees, from and against all liability, claims, and demands on account of personal injuries (including, without limitation to the foregoing, workmen's compensation and death claims) or property loss or damage of any kind whatsoever, to the permit holder or any individual(s) injured at the function for which the facility is being used, which arise out of or in any manner is connected with the performance of this contract, regardless of whether such injury, loss, or damage is caused by, or be claimed to be caused by, the negligence of the permit holder or of the Cardinal Valley Park Activity Board, Inc. and its agents, the Lexington-Fayette Urban County Government, the Division of Parks and Recreation, or by any of their agents or employees, the Jesse Higginbotham Neighborhood Center, or by accident or otherwise.

Any person in violation of this rental agreement will not receive a refund. If any violation of this agreement is observed while the facility is being rented, the person/persons in charge will be asked to vacate the facility at once.

I/we agree to abide by the regulations outlined above and fully understand that the refund is forfeited if any violation of this agreement occurs. **NO EXCEPTIONS.**

Total Charge _____ Date Paid _____

Deposit Amount _____ Amount Refunded _____ Date _____

The undersigned agrees to the terms of this agreement.

Signature of Applicant

Cardinal Valley Park Activity Board Representative