

Cardinal Center

P.O. Box 247, Marengo, Ohio 43334
419-253-0800

Facility Rental Agreement

Rev. 1-1-10

Facility Rental Rules & Guidelines are printed on the next page of this agreement, as well as the Indoor Pool Rules and the Trapshooting Facility Guidelines. That page is yours to keep, but please make sure you have reviewed and understand these rules.

I have received and reviewed the Cardinal Center Facility Rental Rates, and do hereby agree to the rates set before me. I understand that a minimum \$50 deposit is required, in order to hold the date I am booking at Cardinal Center, and that this deposit will be applied to the total I owe for the facility rental. I also understand that this deposit may be non-refundable if I do not cancel more than 10 days prior to my event, however, if I re-schedule, this deposit may be transferred over to the new event date, at the discretion of management. **I agree to pay the total amount due on or before the day of my event.**

I hereby agree to release and hold harmless Cardinal Center, for any and all liabilities of any physical injuries that may occur during my facility rental, as well as any damage or loss of personal property/belongings that may arise during my event. I also understand that Cardinal Center is not responsible for damage or loss that may occur to any vehicles parked on the premises. Furthermore, I agree that if any damages occur to Cardinal Center property during my facility rental, that I am responsible for these damages and I will be billed accordingly.

I have read and understand all of the rules and guidelines for facility rental at Cardinal Center, as described on the back of this agreement, and I agree to the terms set forth herein.

Signature

Date

Printed Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Event Date & Time: _____

Expected Attendance _____

Facilities Booked: _____

Cardinal Center Campground

FACILITY RENTAL GUIDELINES

Rental of tables and chairs includes set up and take down, however we ask that you do clean up as much as possible after your event. Trash containers with liners will be provided, and we request that all trash is placed in the appropriate trash containers. For food service, please note that chafing dishes are recommended, as most areas were not set up electrically to handle multiple roasters and crock pots. If the Recreation Room is used for food service, we ask that you are as careful as possible with food and drink spills in this carpeted area; however, if accidents happen please point these areas out to the attendant so that clean up can be done properly. For decorations – please do not tape or tack decorations on walls – bulletin board area may be used for picture collages, etc. No candles with open flames – must be contained in glass hurricanes or bowls. Lighted silk trees, tables and chairs are not to be removed from the Banquet Hall. We also ask that you respect our wishes for no alcoholic beverages inside the recreational buildings – with the exception of champagne toasts during wedding receptions.

POOL AREA RULES

1. Use pool at own risk – **NO LIFEGUARD ON DUTY**
2. Children under 14 must be accompanied by adult **AT ALL TIMES**
3. No food or drink in pool area
4. Please shower or rinse off before entering pool
5. Modest swimwear please, no thongs, no cut-offs
6. Toddlers must use a swim diaper
7. No diving in any part of the pool
8. No running or pushing
9. If you have any sickness with fever, diarrhea, or vomiting; please do not enter the pool
10. No pets in pool area
11. Please collect all belongings from pool before leaving pool area – not responsible for lost or stolen items
12. Please dry off before entering other areas of building

I understand that lifeguard services are not provided during bookings of the pool, and that I am responsible for providing adequate adult supervision for the safety of those in the pool. Children are not to be left unattended at any time while in the pool area!

SHOOTING FACILITY GUIDELINES

For your safety, we recommend that you wear appropriate eye and ear protection at all times while participating in any shooting event. Please observe posted rules, follow gun safety protocol, and respect your fellow shooters as well as Cardinal Center staff.