

CITY OF OAK GROVE
MASTER FACILITY RENTAL AGREEMENT
COMMUNITY CENTER & WADE’S WAY PARK

This Master Facility Rental Agreement (“Agreement”) is made and entered into by and between the **City of Oak Grove (“City”)** and the undersigned renter (“Renter”) for the rental and use of City-owned facilities, including the **Oak Grove Community Center (OGCC)** and **Wade’s Way Park**.

The Renter agrees to comply with all terms, conditions, rules, regulations, and requirements contained within this Agreement. Failure to comply may result in cancellation of the rental, removal from the premises, forfeiture of deposits, and denial of future rental requests.

1. GENERAL RENTAL REQUIREMENTS & CONDITIONS

1. The renter must be at least **18 years of age** and must be present throughout the entire rental period.
2. All rental fees and required deposits must be **paid in full prior to the scheduled event**.
3. Rental time includes all setup, event activities, and cleanup. The renter must vacate the facility and surrounding areas at the conclusion of the approved rental time.
4. The renter is responsible for the conduct, safety, and actions of all guests, participants, vendors, and attendees associated with the rental.
5. The renter assumes full responsibility for any damage caused to the facility, equipment, furnishings, grounds, or surrounding City property.
6. Alcoholic beverages, illegal substances, and mind-altering substances are strictly prohibited at all City facilities unless specifically authorized in writing by the City.
7. Pools, water balloons, water guns, slip-and-slides, or similar water activities are not permitted.
8. The City reserves the right to cancel or terminate any rental agreement due to safety concerns, violations of this Agreement, misuse of City property, or failure to follow City instructions.

9. Violations of any terms contained within this Agreement may result in immediate removal from the premises without refund.
-

2. FACILITIES AVAILABLE FOR RENT

Oak Grove Community Center

Available Facilities:

Community Room
(Capacity: 30)

Gymnasium
(Capacity: 175)

Wade's Way Park

Available Facilities:

Field

Pavilion

Bathroom Facilities
(Included with all Wade's Way Park rentals)

3. COMMUNITY CENTER RENTAL FEES

Community Room – Capacity 30

☐ Monday–Thursday Rental Fee: **\$150.00**

Deposit Required: **\$150.00**

☐ Friday–Saturday Rental Fee: **\$200.00**

Deposit Required: **\$150.00**

Gymnasium – Capacity 175

☐ Monday–Thursday Rental Fee: **\$250.00**

Deposit Required: **\$250.00**

☐ Friday–Saturday Rental Fee: **\$300.00**

Deposit Required: **\$250.00**

4. WADE’S WAY PARK RENTAL FEES

All Wade’s Way Park rentals must be scheduled in advance and approved by the city or its representative.

A. Field Rental Only

Rental Fee: **\$50.00 per 6-hour rental period**

Damage Deposit: **\$200.00**

Includes:

- ☒ Field access
- ☒ Bathroom facilities

B. Pavilion Rental Only

Rental Fee: **\$100.00 per 4-hour rental block**

Damage Deposit: **\$150.00**

Includes:

- ☒ Pavilion access
- ☒ Bathroom facilities

C. Field + Pavilion Rental

Rental Fee: **\$125.00 per rental period (up to 6 hours unless otherwise approved)**

Damage Deposit: **\$200.00**

Includes:

- ☒ Field access
- ☒ Pavilion access
- ☒ Bathroom facilities

Wade's Way Park Bathroom Key Deposit

Bathroom Key Deposit: **\$75.00 (Refundable)**

5. WADE'S WAY PARK RULES & REQUIREMENTS

The following rules apply to all rentals at Wade's Way Park:

Parking Requirements

1. Vehicles must be parked only in authorized parking spaces or designated grass parking areas approved by the City.
2. Vehicles may not block:
 - Entrance areas;
 - Gates;
 - Emergency access points;
 - Roadways;
 - Sidewalks;
 - Other restricted areas.
3. The renter is responsible for ensuring all guests follow parking requirements.
4. Unauthorized parking may result in removal of vehicles and/or forfeiture of the rental deposit.

Gate Access Requirements

1. All park entrances and gates must remain open and accessible during rental events.
2. Gates may not be closed, locked, blocked, or otherwise restricted during any event.
3. The renter must ensure emergency access remains available at all times.

Prohibited Activities and Substances

1. Alcoholic beverages, illegal substances, and mind-altering substances are strictly prohibited.
 2. The possession, use, distribution, or presence of illegal substances is prohibited on City property.
 3. The renter is responsible for ensuring all guests comply with these requirements.
-

6. DAMAGE DEPOSIT POLICY

1. A damage deposit is required for all rentals.
2. Deposits will be refunded following inspection of the facility by City personnel, provided:
 - No damage has occurred;
 - Excessive cleaning is not required;
 - No violations of this Agreement have occurred;
 - The renter has complied with all rental requirements.
3. The City reserves the right to retain all or part of the deposit for:
 - Property damage;
 - Additional cleaning;
 - Lost keys, equipment, or City property;
 - Violations of rental rules;
 - Exceeding approved rental time.
4. If damages, repairs, additional cleaning costs, or other expenses exceed the amount of the deposit, the renter shall be responsible for all remaining costs.
5. The deposit may be retained if the renter exceeds the approved rental time or fails to vacate the facility by the scheduled ending time.
6. Repeat renters with no previous damages may be allowed, at the City's discretion, to carry their deposit forward for future approved rentals.
7. Any renter responsible for damages must submit a new deposit before future rentals will be approved.

8. The City has **14 working days after refund approval** to process and return deposits.
-

7. CLEANING & RESTORATION RESPONSIBILITIES

The renter agrees to:

- ☐ Remove all trash and personal belongings.
- ☐ Clean all rented areas.
- ☐ Clean tables, chairs, and equipment used during the event.
- ☐ Clean pavilion areas, if applicable.
- ☐ Restore bathrooms to a clean and usable condition.
- ☐ Return keys and City property.
- ☐ Report any damage immediately to City representatives.

Cleaning supplies and trash bags will be provided for Community Center rentals.

Failure to properly clean and restore the facility may result in forfeiture of the deposit and denial of future rentals.

8. LIABILITY & HOLD HARMLESS AGREEMENT

The renter agrees to assume full responsibility for all injuries, damages, losses, claims, or expenses arising from the renter's use of City facilities.

The renter agrees to hold harmless and indemnify the **City of Oak Grove, its elected officials, employees, agents, representatives, and volunteers** from any liability, claims, damages, or expenses resulting from the renter's use of City property.

The City of Oak Grove and its employees shall not be responsible for injuries to persons or damage to personal property occurring during the rental period.

Emergency Contact Requirements

In the event of an emergency:

Emergency Assistance:

Call **911**

Oak Grove Police Department Non-Emergency:
270-439-4602

Oak Grove Community Center:
270-640-7575

The renter agrees to immediately notify the appropriate emergency personnel and City representatives regarding any injury, emergency, property damage, or safety concern occurring during the rental period.

9. CANCELLATION POLICY

1. Cancellations must be submitted at least **7 days prior to the scheduled rental date** to be eligible for a full refund.
 2. Cancellations made **3–6 days prior to the event** will receive a 50% refund.
 3. Cancellations made on the day of the event will result in forfeiture of rental fees and deposits.
 4. Weather-related cancellations for outdoor facilities may be rescheduled at the discretion of the City.
-

10. RENTAL REQUEST INFORMATION

Renter Name: _____

Organization (if applicable): _____

Address: _____

Phone Number: _____

Email: _____

Purpose / Description of Event:

Event Date: _____

Hours Requested (including setup/cleanup):

FACILITY REQUESTED

Community Center

☐ Community Room

☐ Gymnasium

Number of Tables Needed: _____

Number of Chairs Needed: _____

Wade's Way Park

☐ Field

☐ Pavilion

☐ Field & Pavilion

☐ Bathroom Facilities

Additional Information:

11. RENTER ACKNOWLEDGEMENT

By signing below, I acknowledge and agree:

☐ I have read and understand all terms and conditions contained within this Agreement.

☐ I agree to be present and responsible throughout the entire event.

☐ I accept responsibility for all damages caused during my rental period.

- ☐ I understand damages exceeding my deposit amount are my responsibility and must be paid in full.
- ☐ I understand my deposit may be retained if my event exceeds the approved rental time.
- ☐ I understand vehicles must remain in authorized parking areas.
- ☐ I understand Wade's Way Park gates must remain open and accessible during my event.
- ☐ I understand illegal substances and mind-altering substances are prohibited.
- ☐ I understand violations of this Agreement may result in cancellation, removal from the premises, forfeiture of deposits, and denial of future rentals.

12. SIGNATURES

Renter Signature: _____

Date: _____

City Representative Signature: _____

Date: _____

OFFICIAL CITY USE ONLY

Facility Approved:

- ☐ Community Room
- ☐ Gymnasium
- ☐ Wade's Way Park – Field/Bathroom Facilities
- ☐ Wade's Way Park – Pavilion/Bathroom Facilities
- ☐ Wade's Way Park – Field, Pavilion & Bathroom Facilities

Rental Date Approved: _____

Approved Rental Time: _____

City Representative:

PAYMENT INFORMATION

Rental Fee

Amount Due: \$_____

Paid Date: _____

Payment Method:

- ☐ Cash
 - ☐ Check
 - ☐ Credit Card
-

Damage Deposit

Amount Due: \$_____

Paid Date: _____

Payment Method:

- ☐ Cash
 - ☐ Check
 - ☐ Credit Card
-

Bathroom Key Deposit (Wade's Way Park Only)

Amount Due: \$_____

Returned:

- ☐ Yes
- ☐ No

Date Returned: _____

DEPOSIT REFUND PROCESSING

Refund Approved:

Signature: _____

Date: _____

Refund Amount: \$_____

Refund Denied:

Signature: _____

Date: _____

Reason for Denial:
