

Oldham County Parks and Recreation  
John W. Black Community Center  
1551 N. Hwy 393  
LaGrange, KY 40031

Emergency Contact: Gary Parsons, Director  
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Date: April 16, 2024

## John W. Black Community Center School Rental Agreement / Invoice

The Oldham County Parks and Recreation Department (herein after called "OCPRD") hereby grants permission to:

**South Oldham Girls Tennis Team**  
6403 Ky 146  
Crestwood, Ky 40014

Athletic Director: Email: [nancyburgess@hotmail.com](mailto:nancyburgess@hotmail.com)  
Contact Name: Nancy Burgess Contact Phone Number: 502-759-3274

(herein called the "Lessee") to use: **Rooms A + B + Kitchen** for a **Banquet** at the John W. Black Community Center located in Wendell Moore Park on (see date and time below):

**Wednesday, May 29, 2024 from 5pm to 8pm**

**NOTE:** Scheduled rental time includes set-up and clean up time. No early entry permitted for set-ups. The John W. Black Community Center is closed at 11:00 p.m. Events must end by 10:00 p.m. to allow for one (1) hour of clean-up time.

In consideration for this permission, the Lessee agrees to:

- Pay the rental fee of **\$95.00** by **April 25, 2024**.
- Sign and return the Rental Agreement via mail or email to OCPRD within ten (10) business days from April 16, 2024.
- Provide a copy of Oldham County Schools General Liability Insurance Certificate, naming Oldham County Parks and Recreation as an additional insured party.

Further, the Lessee agrees to abide by the following **terms and conditions**:

### Set-Up Policy:

OCPRD is responsible for the set-up of **only** the tables and chairs used during the aforementioned event. Tables must be covered to prevent damage. The Lessee or the Lessee's Caterer must bring all necessary equipment and serving utensils. If the Lessee is using outside vendors, drop-off for the event and pick-up after must be within the above mentioned rental times. Attaching items to walls or doors is prohibited.

### Clean-Up Policy:

OCPRD requires dishes, linens, sound equipment, and any other items brought into the facility by the Lessee to be removed by the Lessee within the above mentioned rental times. This also applies to all vendors contracted by the Lessee. If items are left, OCPRD assumes no responsibility for those items.

Lessee is responsible for leaving the facility, including kitchen, in a clean and acceptable condition and disposing of all trash in the provided containers. Confetti and similar table decorations which can fall to the floor are prohibited. Food service must be monitored by the Lessee to prevent, inasmuch as possible, spills on carpet and upholstery. The Lessee's close supervision of all guests during the event will minimize concerns. A cleaning fee of at least \$50.00 may be assessed following the event, if deemed necessary by OCPRD. Lessee is responsible for any damages to OPRD property resulting from activity during the aforementioned event.

### Late Departure Policy:

Events must end by 10:00 p.m. to allow for one (1) hour of clean-up time. The John W. Black Community Center is closed at 11:00 p.m. There are no exceptions.

**Policy infractions will result in DISMISSAL from the facility and premises  
and/or DENIAL of future facility use requests.**

**RENTAL FEE: \$95.00 DUE: April 25, 2024**

### OFFICE USE ONLY

Payment Received: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Staff: \_\_\_\_\_ Form of Payment: \_\_\_\_\_

**X**

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Lessee Signature indicates agreement with all terms and conditions herein