

## Miscellaneous Information

A \$100 Damage Deposit is required for all rentals

7% Tax is charged on all rentals

Security is required for rentals with anyone under 19

Maximum capacity is 50

We have 7—5 foot round tables that seat 8 people

We have 4—6 foot rectangle tables available to use for food and gifts

Chairs are metal, some have padding, some have hard plastic seat and back

You can use the Gazebo in back for pictures, and children can use the public playground

No alcohol or smoking allowed

Only a signed and paid in full rental form secures your date & time

### **Damage Deposit**

All rentals require a \$100 deposit towards any potential damages you might incur. This will be refunded if no damage approximately 45 days after your rental.

### **Tax**

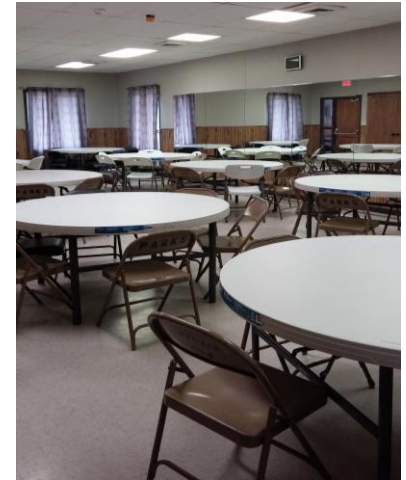
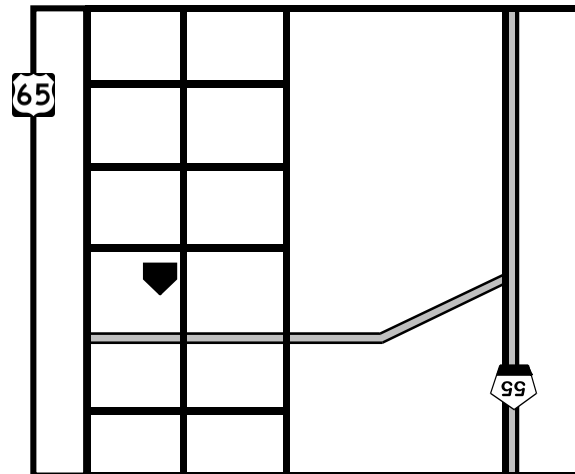
All rentals have a 7% tax on the room rental fee. (This does not apply to the Damage Deposit or Security Fee).

### **Security Officer Fee**

If it is determined that your event requires security, an additional fee of \$35 per hour must be paid in cash directly to the officer on the day of your rental.



5750 Tyler Street  
Merrillville, IN 46410  
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## Pruzin Center Rules & Regulations

In consideration of the permission from the Merrillville Parks & Recreation Department for the use of the Pruzin Center located at Pruzin Park, the undersigned hereinafter referred to as User and the Merrillville Parks & Recreation department agree as follows:

**The undersigned user agrees that all rules and regulations will be strictly complied with and specifically agrees that all person's present or using said facility by virtue of this agreement will comply with said rules. Including the use of a Bounce House.**

**The undersigned user agrees that no damage of any kind will be done to the facility by the undersigned User or by any other persons at said facility of virtue of this agreement.**

**The undersigned user hereby agrees to indemnify the Town of Merrillville, it's agents and employees for any damage sustained during the term of this agreement and incidental thereto and agrees to be responsible for any reasonable attorney's fees Incurred by the Town of Merrillville to enforce this agreement or to recover any damages done to the facility by the undersigned user or by any persons present by virtue of the undersigned using said facility.**

**The undersigned user agrees to assume all risks of loss, damage, or injury to persons or property by reason of the condition of the facility and hereby releases and holds harmless the Town of Merrillville from all claim for losses to property, for personal injury or for any other damage that may be sustained by the undersigned organization or individual or by any other person using said facility to the extend legally permissible whether the damage is caused by the negligence of the Town of Merrillville, it's employees, agents or by third person.**

**The undersigned User agrees to be responsible for the conduct of all persons in attendance while using the facility. Persons for whom the undersigned User will not accept responsibility will be denied admission or removed by the security officer on duty.**

**The undersigned user agrees that uniformed police security protection will be required for the protection of property, persons and activities to be undertaken at the facility.**

**The undersigned User hereby authorizes the Town of Merrillville and/or any of its employee's or agents to contact an authorized police officer or security organization to make arrangements for their presence at the facility, and the undersigned user agrees to pay the authorized police officer or security organization for any expenses incurred for security pursuant to this Agreement.**

**The undersigned user agrees that in order to cancel a reservation and receive a refund of the rental fee, a written notice must be received, at least 30 days prior to the date of the scheduled event. The parties agree if the user fails to notify Merrillville Parks & Recreation within the time specified herein, such failure shall result in forfeiture of the rental fee.**

**The undersigned user agrees not to put decorations of any kind on the walls, doors, mirrors or any other surfaces in the building. The use of glitter and/or confetti is strictly prohibited. A damage deposit of \$100 and appropriate rental fee are required to be paid in full at the time of making the reservation and shall be paid at least 14 days prior to the scheduled event (21 days for Holiday weekends).**

**The undersigned User acknowledges said requirement and agrees to comply with said provision. The parties agree that the damage deposit will be returned within 45 days after the event assuming there are no damages to the property.**

## Pruzin Center Rental Fees with Examples

### Available to Rent:

#### Saturdays & Sundays 8 am—10 pm Some Friday Evenings

(Minimum 2 hour rental, maximum 12 hour rental, with Set-Up and Clean-up as part of your rental time, NOT in addition)

### Resident Fees to Rent:

Saturday or Sunday.....\$20/hr. (\$40 minimum 2 hour rental) + 7% State Sales Tax + \$100 Damage Deposit will be added to Rental Fee. If Security Officer is required see Fee below.

(Employee Discount 25% on Rental Fee Only)

Sample 2 hour rental: (\$40 room + \$2.80 tax + \$100 damage deposit = \$142.80 + \$70 security = \$212.80)

### Non-Resident Fees to Rent:

Saturday or Sunday.....\$40/hr. (\$80 minimum 2 hour rental) + 7% State Sales Tax + \$100 Damage Deposit will be added to Rental Fee. If Security Officer is required see Fee below.

(Employee Discount 25% on Rental Fee Only)

Sample 2 hour rental: (\$80 room + \$5.60 tax + \$100 damage deposit = \$185.60 + \$70 security = \$255.60)  
(Employee Discount 25% on Rental Fee Only)

### Security Officer Fees:

All rentals that are determined to have a Merrillville Police officer present. Merrillville Parks will make arrangements for an officer to be present. The renter is required to pay the officer in **cash** the day of the event upon the officer's arrival.

**Security Fee: \$35 per hour; cash due to officer upon his/her arrival for rental (he/she will not have change and will NOT be able to accept credit card for payment). Teen parties require the presence of 2 officers and the renter will pay \$35 per hour per officer.**

### Bounce House Use:

All rentals that have rented or hired the use of a bounce house must provide proof of Liability Insurance naming Merrillville Parks & Recreation, the Town of Merrillville and it's employees as additionally insured for a minimum of 1 million dollars, before a permit for the rental can be issued. If a bounce house is used without this proof, your party will have to be closed with NO refund of rental and taxes and NO refund from the Damage Deposit!



Date of Application:	_____
Staff Initials:	_____
DL or State ID#:	_____
Receipt Number:	_____

Permit Holder: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

Event Purpose: \_\_\_\_\_

Event Dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time Start: \_\_\_\_ Time End: \_\_\_\_

No. of People: \_\_\_\_ No. Round Tables: \_\_\_\_ No. Rectangle: \_\_\_\_

\$ \_\_\_\_\_ Base Rate (Minimum 2 hours, your time slot must include your set-up & clean-up time)

\$ \_\_\_\_\_ Tax (7%)

\$ 100.00 Damage Deposit

\$ \_\_\_\_\_ Total Due

\$ _____
Security paid directly to Officer on duty in cash!

### FULL PAYMENT INCLUDING DAMAGE DEPOSIT AND TAXES ARE DUE AT THE TIME OF BOOKING

The permit holder (Individual or organization representative) must be present during the entire activity for which the permit was issued. The permit holder must be in physical possession of the signed permit/contract at all times during the activity for which the permit was issued. The permit holder shall, upon request of any authorized department official, present proof of valid facility permit. The Park Department reserves the right to limit the number of participants in order to properly maintain and control all Recreation Events at our facilities. The Park Department shall, in its sole discretion, designate the facilities to be issued pursuant to permits issued. The Park Department will attempt to honor specific facilities requests, when possible. All functions conducted in the Pruzin Community Center or any future facility must be in accordance with the Merrillville Parks and Recreation Department rules, regulations, and ordinances, and therefore, any violation of the aforementioned may result in revocation of the permit. Rules and regulations are subject to change without notice. Bounce Houses require proof of Liability Insurance naming Merrillville Parks and Recreation and the Town of Merrillville and all employees as additionally insured.

### AGREEMENT:

By submitting this form with my signature, I certify that I agree to follow the guidelines and policies set forth in the facility permit. I understand permission to use the facility may be revoked if there is a violation by myself or any member of my party to these rules and policies. It is fully understood and agreed by the parties that the Permit Holder guarantees to defend, indemnify and hold harmless the Merrillville Parks and Recreation Department, its employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including attorney's fees) arising indirectly or directly in connection with or under, or as a result of this agreement. I may be held financially responsible for any/all damages accrued during my rental period. I may also be held financially responsible for late check-out or early check-in (going over the allotted time contracted in the facility permit). Any charges owed to Merrillville Parks and Recreation will be withdrawn from the damage deposit (if applicable). Any additional money owed will result in the responsible person being billed. In addition, excessive damage or failure to pay money owed may result in refusal of services for future room reservations and/or legal action. The \$100 damage deposit is refunded upon a satisfactory facility inspection by the Merrillville Parks and Recreation Staff and approval from the Security on duty. Approved refund checks are issued within 45 days of the actual rental event.

Signature of Responsible Person (Permit Holder): \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name of Responsible Person (Permit Holder): \_\_\_\_\_