

Miscellaneous Information

A \$100 Damage Deposit is required for all rentals

7% Tax is charged on all rentals

Security is required for rentals with any parties for 10-20 year olds

Maximum capacity is 56

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, and some have hard plastic seat & back

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

No alcohol or smoking allowed

No glitter or silly string 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

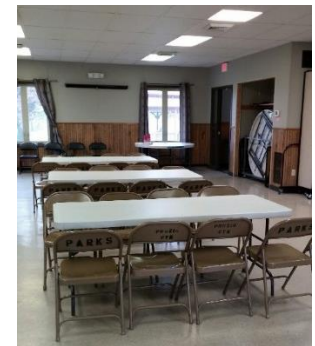
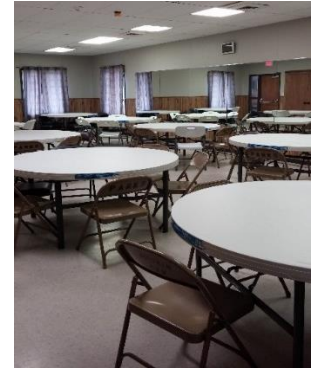
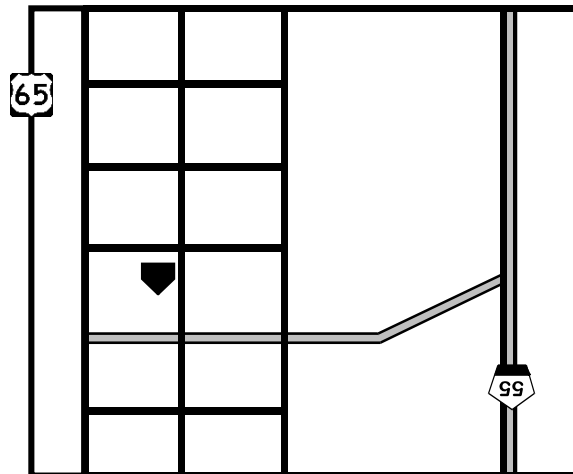
All rentals have a 7% tax on the room rental fee. (This does not apply to the Damage Deposit or Security Fee).

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
(219) 980-5911



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 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 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 45 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 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.

2017 Pruzin Center Rental Fees with Examples

Available to Rent:

Saturdays & Sundays 8 am—10 pm
Some Friday Evenings 5-10pm

(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.

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.

Sample 2 hour rental: (\$80 room + \$5.60 tax + \$100 Damage Deposit = \$185.60 + \$70 security = \$255.60)

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 an officer and the renter will pay \$35 per hour before entry into the building.**

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 its 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 prior proof, your party will have to be closed with **NO** refund of rental and taxes and **NO** refund from the Damage Deposit!

Cancellations:

All cancellations must be requested in writing within 45 days of your event to receive an 80% refund, within 30 days you will receive a 50% refund, 7 days or less only your Damage Deposit will be refunded! All refunds will be subject to a \$5 processing fee.



Merrillville Parks & Recreation Department



Facility Permit Pruzin Community Center Sample Application



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

Permit Holder: _____
 Address: _____
 City: _____
 Phone: _____
 Event Purpose: _____
 Event Dates: ____/____/____ Time Start: ____:____:____ to ____:____:____
 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 prior 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 my 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): _____