



P.O. Box 508 Sunbury, OH 43074  
(740) 965-2684 Fax (740) 965-9633 [www.sunburyohio.org/](http://www.sunburyohio.org/)

## **RENTAL POLICY AND APPLICATION**

Sunbury allows for the rental of two (2) shelters within two (2) of Sunbury's Parks along with Sunbury's Town Hall. We ask that the requirements below are adhered to. Failure to comply with any of the listed policies will prevent the applicant from receiving approval for future reservation requests.

- Cleanup of the shelter and Town Hall is the responsibility of the applicant. They must be left in the condition that it was in prior to the event.
- You must be at least 21 years of age to rent any Sunbury facility.
- Any waste that does not properly fit in the provided trash receptacles is the responsibility of the applicant to remove from site.
- All pets must be on a leash and cleaned up after. No pets are permitted in Town Hall except for service dogs.
- Parking is permitted in designated areas only. Driving is prohibited on the Town Hall Square lawn.
- Any additional tables or chairs are the responsibility of the applicant to provide.
- Park hours are dawn to dusk unless otherwise posted.
- Alcohol is not permitted at any Sunbury facility.
- Smoking cigarettes or the use of e-cigarettes are not permitted at any Sunbury facility.
- No open fires are allowed in any of the parks. The use of grills is permitted.
- Children must be under adult supervision at all times.
- No loud music or audio equipment.
- No inflatable devices (such as jumping castles) are permitted at any Sunbury facility.
- All signage used will need to be removed at the end of the event.
- All decorations must be free standing. Use of nails, tape, tacks etc. on walls is prohibited.
- No refunds will be issued for inclement weather; however, the rental can be rescheduled for another open day/time.
- To receive a refund, you must call and cancel at least 24 hours prior to the date of your reservation.
- No rental can be used to distribute food to the general public unless the user submits an approved Delaware County Health Department permit.
- The Sunbury Town Hall may not be used as an official address or headquarters of the scheduling organization.

Once approved, you will receive a copy of the approval letter to confirm your date and time of rental. Please take this copy with you to your event. This is your proof that you have the shelter rented for the time and date on the copy.

### **COVID-19 Operations Plan Social Distancing:**

When/If the State of Ohio is in a state of health emergency; citizens are required to maintain at least six-foot social distance from others not within their family/household. Residents renting our shelters are responsible for marking or signage to indicate social distance to designate 6ft spacing between other residents.

### **Face Coverings:**

Face coverings are encouraged by everyone except for a reason stated by the Ohio Director of Health's current order.

### **Sanitizing:**

CDC guidelines recommends you wash or sanitize your hands often.

### **Suspect or Confirmed Cases:**

If anyone is suspected and/or has a confirmed case of COVID-19, they shall immediately contact and work with the Delaware County Health Department and follow their orders.



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## RENTAL POLICY AND APPLICATION

Name of Individual or Organization filing application: \_\_\_\_\_

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

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

Purpose of Rental \_\_\_\_\_

### Please note that we will need to 2 separate checks (one for the rental and one for the deposit)

Indicate which facility is being requested:

- Freedom Park Shelter House
- GRE Park Shelter House
- Town Hall – First floor only

Rate for Town Hall

\$50.00 Refundable deposit

\$25.00 = 1 hour

\$100.00 = all day (dawn to dusk)

Date(s) requested: \_\_\_\_\_ Time AM/PM \_\_\_\_\_ to \_\_\_\_\_ AM/PM

*(If multiple dates and times please list below):*

The undersigned hereby acknowledges and agrees that Sunbury shall not be liable to Applicant, or any of its agents, employees, servants or invitees, for any damage to persons or property due to the condition or design or any defect in the Sunbury Town Hall or shelter houses or its mechanical systems which may exist or subsequently occur, and Applicant, with respect to itself and its agents, employees, servants and invitees, hereby expressly assumes all risk and damage to persons and property, either proximate or remote, by reason of the present or future condition of the Sunbury Town Hall building or shelter houses. Applicants hold Sunbury harmless from and against all suites, claims and actions of every kind by reason of any breach, violation or non-compliance with any terms or conditions on part of the Applicant, its agents, employees, servants, and invitees. Additionally, applicant agrees to indemnify and hold Sunbury harmless from and against all claims, actions damages, liabilities, and expenses asserted against Sunbury on account of injuries to person or damage to property when and to the extent that any such damage or injury may be caused, either proximately or remotely, wholly or in part by any act or omission, whether negligent or not, of Applicant or any of its agents, servants, employees, contractors, patrons or invitees (while such invitees are on the Sunbury Town Hall or shelter house premises), or of any other person entering upon the Sunbury Town Hall or Lion's Building premises under or with the expressed or implied invitation of Applicant, or if any such injury or damage may in any way arise from or out of the occupancy or use by Applicant, its agents, employees and invitees of the Sunbury Town Hall or shelter house premises. This paragraph is for the benefit of Sunbury only, and no right of action shall accrue hereunder to any third party by way of subrogation or otherwise.

By signing below, the Applicant acknowledges receipt of a copy of the Sunbury Rental Agreement and agrees to the terms. Both individual signing and organizations using the Sunbury facilities will be jointly and severally responsible for rules and terms.

\*By signing this application, the applicant is consenting to the possibility that the event can be moved within the building to accommodate scheduling conflicts based upon availability facilities in need at the particular event in question at the sole discretion of the Village.

Signature of responsible party: \_\_\_\_\_

Printed name of responsible party: \_\_\_\_\_

Sunbury representative: \_\_\_\_\_

Printed Name: \_\_\_\_\_