

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

HALL/SCREEN ROOM PROCEDURES

1004PR

1. Check calendar for availability
2. Complete Application give copy to renter
3. Provide Hall/ Screen Room Diagram
Explain Kitchen is not for Cooking, but may heat food
4. Review rules that are contained in the Agreement
5. Security Deposit and or rental fee may be paid by cash, check, or money order. Security deposit mandatory at signing contract. Rental fee due 30 days prior to event. Receipt Lessee for payments with itemized accounting on contract.
6. Enter Date on the calendar
7. Notify Rental Service Agent of event, date, and time.
8. District manager may approve Friday night set up at no additional charge if it does not interfere with any other activity of the District. No food allowed during this time.
9. After Event, obtain time report from Rental Service Agent.
10. Complete Inspection Form 1004FI
11. After Event, check facility for adherence to contractual agreement and include Rental Service Agents pay including trips made to accommodate deliveries and reimburse Lessee balance of deposit using Form 1004FI
12. Issue check to Rental Service Agent and refund to Lessee

Approved 4/17/18 *Sharon Denson, Chairman*

Revised _____

Effective 4/17/18