

## Bargersville Parks & Recreation Facility Rental Policies

### General Policies & Procedures

- Rental requests begin the first business day of the year. Rentals are based on a first come, first served basis. Dates will not be held, and payments are due at the time of reservation.
- The person to whom the Facility Use permit is issued is the contact person and must be on the premises during the entire event.
- Alcoholic beverages, tobacco substances, or illegal drugs and substances are not permitted on Town of Bargersville park property.
- Anyone or any group requesting to use a facility, who charges fees for admissions, sells advance tickets, takes donations, or sells concessions must have approval from the Parks & Recreation Department.
- The facility must be left in reasonably the same condition in which it was rented.
- All decorations and trash must be removed at the end of rental.

### Community Center

The Bargersville Community Center offers 1,980 sq ft including a kitchenette (refrigerator, microwave, and counterspace with plenty of outlets). The facility accommodates 75 people with tables and chairs setup.

- The facility must be left in reasonably the same condition in which it was rented.
- The individual who signs the rental agreement is responsible for their own setup and cleanup as well as paying any fees, fines or charges resulting from cleaning, repairs, and violations of rules.
- Any damage, spills or mishaps must be reported immediately to the Parks & Recreation Department. Failure to report such incidents may result in additional fees being charged and the renter and/or guests forfeiting the remainder of their rental period or future rentals at the Bargersville Community Center.
- Foods may not be cooked or prepared at the facility. A refrigerator is available for use during the rental.
- Items may not be attached to ceilings, walls, or fixtures adhered to the walls or ceilings. Any and all types of glitter, confetti and spray string are prohibited. Use of such items will result in cleaning fees being assessed.
- All garbage should be removed and placed in the bins outside.
- Alcoholic beverages, illegal drugs and substances are not permitted in or on Town of Bargersville park property.
- Smoking is prohibited inside the building and 8 feet within any entry.
- All tables must be wiped off and put back to the original configuration.

### Fees and Payments

Once approved, all fees must be paid in full within one week (in person or by phone).

#### ***In person***

24 Main Street  
Mon-Fri, 7:30am-4:30pm

#### ***By Phone***

Billing Office  
317-422-5115



**Refund Policy:** Cancellations must be requested in writing with the Bargersville Parks and Recreation Department at least 14 days prior to rental date. A 10% cancellation fee will be assessed. Any cancellation made less than 14 days prior to the rental date are non-refundable.