PARK FACILITY RENTAL POLICIES & REGULATIONS

PARK HOURS: The Park facilities are available for rent between the hours of 10 AM- 9 PM. Premises must be cleaned and vacated by 10 PM.

RENTAL FEES: The rental fee must be **paid in full** to reserve a facility. We accept checks, money orders and cash as payment. The Daily Rental Fees are as follows:

Mote Park Community Center	$75	$100 (Non-city resident)	Monday-Thursday
	$125	$150 (Non-city resident)	Friday-Sunday
Fountain Park Dining Hall	$75	$100 (Non-city resident)	Monday-Thursday
	$100	$125 (Non-city resident)	Friday-Sunday
Maximum Capacity	*125 Persons*		

CANCELLATIONS: If a cancellation is made at least *two weeks prior* to the scheduled date, the reservation fee will be returned. If a cancellation is not made *a full two weeks in advance* of the scheduled date, the entire reservation fee will be forfeited.

KEYS: The person in charge of the rental will be issued a key to the facility. The key may be picked up *1-2 business days prior to the rental date* at the Environmental & Recreation Services Office in the Municipal Complex @ 201 W. Water Street, Piqua, and should be returned to the same location on the next Business day. Office hours are Monday-Friday, 8 AM—5 PM.

DECORATING: Any decorations used must be removed immediately following the event. Nails, tacks, staples, screws, lighted candles, confetti, glitter, sand, rice and fireworks are *not permitted*.

CLEAN UP & DAMAGE POLICY: The renter is responsible for cleaning all areas of the facility that are utilized, including wiping off tables, sweeping, taking care of spills, placing garbage and recyclables in appropriate bins and removing all decorations, personal items, etc. The facility is expected to be left in the same condition as the renter found it. It is the renter's responsibility to inspect the area upon arrival and immediately report any problems. *The renter will be held responsible and billed for clean-up, losses, or damages.* The City of Piqua is *not* responsible for any equipment or other items left in the facility. Removal of City property from the facility is prohibited.

SALES: No person shall vend, sell or offer for sale any food, beverage or other commodity or article to the public without authorization from the Director of Environmental & Recreation Services. Individuals or groups obtaining such authorization are responsible for obtaining all necessary permits/licenses for their function.

Contact Melissa Kinney with questions at 937.778.2085 or via email mkinney@piquaoh.org.