

C.K. NEWSOME COMMUNITY CENTER  
Department of Parks & Recreation (DPR)  
RENTAL AGREEMENT

**Days/Hours of Daily Operations**

The C.K. Newsome Community Center (the "Facility") can be rented by the public from  
8:00 am – 8:00 pm Sunday – Thursday                      8:00 am – 11:00 pm Friday – Saturday.

**Policies and Rules**

Reservations must be made at least five (5) working days prior to the rental  
with fees paid in full during business hours 8:00 am – 5:00 pm Monday – Friday.

1. Cancellations must be made a minimum of forty-eight (48) hours in advance in order to receive a full refund. Refunds for cash/check payments may take up to six (6) weeks to process.
2. Lessee must be at least twenty-one (21) years of age and must sign this form as proof he/she has read the Policies and Rules and will be responsible for guests. Photo ID will be required.
3. Lessee shall be held responsible for damage of the Facility or other personal property during event. **All events with attendance of fifty (50) or more and/or lasting three (3) hours or more will be charge a One Hundred Dollar (\$100) refundable damage deposit.** Following inspection of the Facility by the Executive Director or Program Director, and if there is not change to Facility or other property, the deposit will be refunded. Additional costs for repairs will be levied against the Lessee if repairs are greater than One Hundred Dollars (\$100). NO hanging items from the ceiling or confetti allowed.
4. Lessee is responsible for cleaning up the Facility after the event during their allotted rental time. Lessee must vacate building at completion of allotted rental time. Lessee will be charged for any usage of Facility thereafter and/or extra room usage.
5. Lessee, acting on behalf of all persons who will use the Facility for, or attend Lessee's event, hereby agrees to waive all claims for injury or loss of whatsoever kind to any persons or property arising from or connected to Lessee's event. Lessee assumes the risks inherent in the use of the Facility and further agrees to indemnify and hold harmless DPR, the City of Evansville, the Board of Parks Commissioners, their respective employees, directors, volunteers, representative, agents, and assigns, for all injury or loss of whatsoever kind to City/DPR property or to the person or property of others affected by or arising from Lessee's use.
6. **In the event that Lessee anticipates that attendance may or will exceed fifty (50) persons or over three (3) hours, and/or alcohol will be present,** Lessee must at Lessee's sole cost and expense hire a uniformed Police Officer to be present at all times during Lessee's use of the Facility. Lessee must present written proof at least (5) working days prior to the event, at the sole options of Lessor.
7. No alcoholic beverages can be sold, furnished, supplied, or consumed without signed and approved DPR Alcohol Rules and Regulations Agreement.
8. Lessee hereby agrees that anything brought into the facility including purses, backpacks, and bags may be searched at any time.

I HAVE READ AND UNDERSTAND THE ABOVE RULES AND WILL ABIDE BY THESE POLICIES

Name/Organization: \_\_\_\_\_  
(PLEASE PRINT)

Name/Organization: \_\_\_\_\_  
(SIGNATURE)

ROOM	SEATING CAPACITY	SQ FOOTAGE	COST PER HOUR	Tax Included COST PER HOUR
<input type="checkbox"/> Snack Bar	72 tables/chairs	1,596	\$50.00	\$53.50
<input type="checkbox"/> Recreation Room	250 tables/chairs, 500 chairs only	5,040	\$60.00	\$64.20
<input type="checkbox"/> 118 A	80 tables/chairs, 100 chairs only	1,638	\$50.00	\$53.50
<input type="checkbox"/> Kitchen		240	\$40.00	\$42.80
<input type="checkbox"/> Gym	350 tables/chairs, 1000 chairs only	10,080	\$75.00	\$80.25
<input type="checkbox"/> Atrium	100 seated	3,476	\$70.00	\$74.90
<input type="checkbox"/> Conference Room	15 Seated	120	\$30.00	\$32.10

\*Lessee may decorate and/or set up free of charge thirty (30) minutes prior to the event with a two (2) hour rental.

\*Lessee may decorate and/or set up free of charge sixty (60) minutes prior to the event with a four (4) hour rental.

\*If lessee wishes to decorate room, lessee must pay room rate for all decorating hours needed.

Event Date: \_\_\_\_\_

Alcohol Permit Submitted: \_\_\_\_\_

Event Time: \_\_\_\_\_

Insurance Forms Submitted: \_\_\_\_\_

Event Type: \_\_\_\_\_

Security Proof Submitted: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Cleaning Fee Paid: \_\_\_\_\_

NOTE: Rooms will be set up to accommodate event according to building set up guidelines.

Lessee Information

Lessor Information

Name/Organization: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

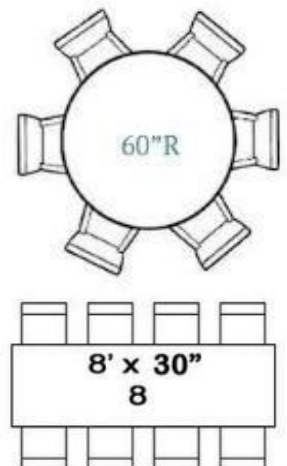
Phone Number: \_\_\_\_\_

Alternate Number: \_\_\_\_\_

Signature: \_\_\_\_\_

C.K. Newsome Community Center  
 Department of Parks and Recreation  
 100 E. Walnut St.  
 Evansville, IN 47713  
[swhitaker@evansville.in.gov](mailto:swhitaker@evansville.in.gov)  
 (812) 435-6141  
 Fax (812) 435-6142

Additional Comments:



*CITY OF EVANSVILLE*  
*DEPARTMENT OF PARKS AND RECREATION*

**ALCOHOL RULES AND REGULATIONS FOR C.K. NEWSOME COMMUNITY CENTER**

- A. WILL APPLICANT BE SERVING OR PROVIDING BEER OR WINE? Check here (\_\_\_)

If you have checked here, you must apply for a temporary beer/wine permit and a temporary employee's permit.

- B. WILL APPLICANT BE SERVING OR PROVIDING BEER, WINE AND/OR LIQUOR? Check here (\_\_\_)

If you have checked here, you must hire a caterer with a supplemental caterer's permit. Permit applications required above may be obtained by calling the Indiana Alcohol and Tobacco Commission at (317) 232-2432. You should also call the Indiana Alcohol and Tobacco Commission or the Indiana State Excise Police at (812) 882-1292 if you have any questions regarding their laws, rules and regulations.

Proof that the required Permits have been obtained from the Indiana Alcohol and Tobacco Commission must be submitted to the DPR at least forty-eight (48) hours in advance of the scheduled event.

The following rules and regulations apply to C.K. Newsome Community Center when Applicant's use may or will involve the selling, furnishing, giving away or consumption of beer, wine or liquor.

1. All Indiana Liquor Laws are applicable and enforced.
2. If Applicant knows or believes that alcohol will be present during Applicant's use of the C.K. Newsome Community Center, Applicant is required to obtain the necessary permit(s) from the Indiana Alcohol and Tobacco Commission as set forth in A or B above, and as otherwise may be required by the Indiana Alcohol and Tobacco Commission. Please see contact listed above for information on how to obtain the required permits.
3. Applicant must, at its sole cost and expense, hire and provide professional, uniformed security guards for the duration of Applicant's use of the C.K. Newsome Community Center. For Group Use over with expected attendance in excess of 200 persons, a minimum of two (2) security guards is required. The Department of Parks and Recreation suggests the use of off-duty Evansville police officers who provide this service. Please contact \_\_\_\_\_ for information.
4. Glass bottles are NOT permitted at C.K. Newsome Community Center other than by a permitted caterer in connection with such services.
5. Applicant shall be liable for any damages to the C.K. Newsome Community Center caused by Applicant, its employees, representatives, volunteers, guests, invitees or other persons in connection with Applicant's use of the C.K. Newsome Community Center and shall hold the Department of Parks and Recreation and the City of Evansville harmless for any injury or damages to persons or property as a result of Applicant's use of the C.K. Newsome Community Center.
6. Failure to abide by these and any other C.K. Newsome Community Center Rules and Regulations, may constitute a violation of State or Federal law and such failure by Applicant is at Applicant's own risk.

Any misrepresentation or failure to abide by these or any C.K. Newsome Community Center Policies and Rules may result in the immediate revocation of the permit and termination of the C.K. Newsome Community Center Rental.

By my signature hereon, I attest that I have read and understand the above Alcohol Rules and Regulations for the C.K. Newsome Community Center and agree to abide by them, that I have the authority to sign on behalf of the Applicant seeking to use the C.K. Newsome Community Center and that use of the C.K. Newsome Community Center is at Applicant's sole risk.

APPLICANT

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title