



# Village of Saint Paris

## Harmon Park Rental Policy

The public parks and recreation areas in the Village of Saint Paris are funded by local tax monies and rental fees. All users must follow facility guidelines to maintain the property for the enjoyment of all.

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### A. Liability

Users assume full responsibility for any incidents, injuries, or damages occurring on the premises. The Village of Saint Paris assumes no liability for use of these facilities. Any property damaged or destroyed must be repaired or replaced at the renter's expense. An itemized statement of damage costs will be provided.

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### B. Reservations & Rental Fees

**Reservations and payments may be made by calling the Municipal Building at 937-663-4329 or by stopping in person during regular business hours.**

- Harmon Park Building Rental: **\$100 per use**
    - \$25 reservation fee (non-refundable)
    - \$75 balance due when key is picked up
  - Community Events: \$25
  - Outside Power Hookup: \$25
  - Kitchen Use for Vendors (Community Events): \$75
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### C. Facility Information & Capacity

- **Address:** 155 S. High Street
- **Room Size:** 44 × 29 ft. (1,276 sq. ft.)
- **Maximum Occupancy:** 100 persons
- **Tables:** 12      **Chairs:** 60

Occupancy shall not exceed posted limits or applicable fire and safety codes.

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#### **D. Rules & Use Requirements**

**\*\*\* If assistance is needed during your rental, contact the non-emergency dispatch line at 937-653-3409. Call 911 in case of an emergency. \*\*\***

- Building is under video surveillance.
  - Renter must notify Village staff if oven or stove will be used.
  - Renter must leave the building clean (trash removed, floors cleaned, surfaces wiped, refrigerator emptied). Failure may result in cleaning fees.
  - Tables must be taken down if used, and chairs must be restacked after the event.
  - Turn off all lights, fans, and fireplace (if used); lock all doors and windows.
  - Return key to the Municipal Building office or drop box after the event.
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#### **E. Alcohol, Noise & Weather**

- **Alcohol:** Prohibited unless expressly approved in writing by the Village and in compliance with all applicable laws and permits.
  - **Noise:** Renters must comply with all local noise ordinances and be considerate of surrounding neighborhoods.
  - **Weather (Outdoor Use):** The Village is not responsible for cancellations, delays, or disruptions due to weather conditions.
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#### **F. Legal Compliance, Indemnity & Enforcement**

Renters must comply with all applicable laws and insurance requirements and may be required to carry their own insurance. Renters agree to indemnify and hold the Village harmless from claims arising from their use, excluding Village negligence. Any damage must be repaired or repaid. Violations may result in termination, denial of future rentals, and possible legal action.

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**Note:** *The \$25 reservation fee is NON-REFUNDABLE.*



# Village of Saint Paris

## Harmon Park Rental Checklist

Rental Date: \_\_\_\_\_

Rental Key No.: \_\_\_\_\_

The building is reserved for your use on the date listed above only. Please do not enter the building on any other day while in possession of the key.

Please complete the following before leaving:

- Leave the building clean and in the same condition as it was found.
- Remove all trash from the building and place it in the designated back closet. Do not place liquids in trash cans.
- Wipe all tables, counters, and surfaces. Clean the kitchen and empty the refrigerator.
- Clean up all spills. Cleaning supplies are in the kitchen closet.
- Take down tables if used and restack chairs neatly.
- If the oven or stove was used, ensure all appliances are turned off.
- If the thermostat was adjusted, return it to its original setting.
- Turn off all lights, fans, and the fireplace (if used).
- Lock all doors and windows before leaving.
- Return the key and this checklist to the Municipal Building drop box at 135 W. Main Street.

The building is under video surveillance. Any damage or concerns must be reported.

**\*\*\* If assistance is needed during your rental, contact the non-emergency dispatch line at 937-653-3409. Call 911 in case of an emergency. \*\*\***

Supplies provided: Dish soap, hand soap, paper towels, toilet paper, and trash bags.

Please note any damage, maintenance needs, or concerns:

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Renter Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

## Village of Saint Paris – Harmon Park Rental Policy (Summary)

Harmon Park facilities are funded by local taxes and rental fees. All users must follow guidelines to ensure safe and enjoyable use for everyone.

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### A. Liability

- Renters assume full responsibility for all incidents, injuries, and damages.
- The Village is not liable for use of the facility.
- Any damage must be repaired or paid for by the renter.

### B. Reservations & Fees

Reserve by calling **937-663-4329** or visiting the Municipal Building.

- **Building Rental:** \$100 total
  - \$25 non-refundable reservation fee
  - \$75 due at key pickup
- **Community Events:** \$25
- **Outside Power:** \$25
- **Kitchen Use (vendors):** \$75

### C. Facility Details

- **Location:** 155 S. High Street
- **Size:** 1,276 sq. ft. (44 × 29 ft.)
- **Capacity:** 100 persons max
- **Amenities:** 12 tables, 60 chairs
- Occupancy must follow fire and safety codes.

### D. Rules & Responsibilities

- Building is under video surveillance.
- Notify staff if using stove/oven.
- Clean facility after use (trash, floors, surfaces, refrigerator).
- Take down tables and restack chairs.
- Turn off lights, fans, fireplace; lock all doors/windows.
- Return key to Municipal Building or drop box.

### E. Alcohol, Noise & Weather

- Alcohol prohibited unless approved in writing.
- Follow local noise ordinances.
- Village not responsible for weather-related issues.

### F. Legal & Enforcement

- Renters must follow all laws and may need insurance.
- Renters agree to hold the Village harmless (except Village negligence).
- Violations may result in termination, denied future rentals, or legal action.

**Note:** The \$25 reservation fee is **non-refundable**.

**Full policy is available on our website:** [www.stparisohio.org](http://www.stparisohio.org)

**Assistance:** 937-653-3409 (non-emergency) | Call 911 for emergencies