



**LOUISVILLE
PARKS
AND RECREATION**



Room Rental Guideline for Shawnee Golf Course

- 1. You are responsible for the setup and tear down of the room.**
- 2. Stack all the tables and chairs in marked locations and do not block any doorways.**
- 3. It is your responsibility to sweep up all the confetti, take down all balloons for the rafters and clean up all debris from the floor and put all trash in the trash cans and leave them by the front door. Please do not remove the garbage bags from the containers in case there is liquid in the garbage bags.**
- 4. Once the room is unlocked you will be responsible for all your items that are left in the room. You will need to have someone stay at the room to watch your items.**
- 5. When you leave at the end of the night, it is your responsibility to put the bar and padlock on the outside door with the key to the lock facing out. 10pm is closing time for the room.**
- 6. You may pick up your security deposit seven days after your event, providing there is no damage to the room. The security deposit will be returned in the manner it was paid (i.e., credit card or cash).**
- 7. Please be advised the heat is on around October 15th and the air is on around April 15th.**
- 8. The room is rented "as is". Table and chair count may vary for normal wear and tear.**
- 9. NO FIREARMS on the premises!**

I understand the above rules and regulations for the Shawnee Clubhouse rental hall. I understand that if I do not follow these rules and regulations, part or all my security deposit will be forfeited.

Renters Signature _____ Date _____