



Henderson County Parks & Programs

399 Sam Ball Way - Henderson, Kentucky 42420
Phone: (270) 844-4725
Fax: (270) 827-6036

Nick Stallings, County Engineer
PARKS & PROGRAMS
SITE PLANNING

Casey Phillips
PARKS & PROGRAM
DIRECTOR

Rental of Sandy Lee Watkins Community Building Agreement form

Responsible Party: _____
Contact Phone Number(s): _____ Evening: _____ Cell: _____
Event Name: _____
Requested Event Date(s): _____ -thru _____ Requested Event Times: _____ - _____ (include set up and clean up times)

Please initial stating that you agree to the follow:

- _____ I understand that deposit is forfeited if reservation is not canceled 30 days before.
- _____ I understand that if I am selling alcoholic beverages I must obtain a Kentucky State temporary alcoholic beverage license and it must be submitted along with proof of insurance to the County, as least 30 days before event date.
- _____ I understand that 1 week prior to event payment is due.
- _____ I understand that any final special request must be submitted 5 days before event. This allows park employees to gather items and set up. *Please note if you wait until day of event the request cannot be granted.*
- _____ I understand I will have access to building during the hours of 7AM and 11:59PM on date of event (unless other agreement has been made).
- _____ I understand that area/property(s) rented must be returned in the same condition as received
 - Refrigerator is empty and cleaned out
 - Counter tops, stove, sink, tables and chairs wiped down
 - Trash placed inside storage room
 - Floors swept
 - Thermostat turned to 74° during warmer months and 68° during cooler months
 - Windows and side doors locked
 - Fans on low
 - All lights are turned off

_____ If balloons are used, please make sure none remain on ceiling, if unable to reach please turn OFF fans.

_____ I have received a copy of all necessary rules, I agree to abide by all rules and regulations.

Your signature below indicates that you have read, understand and agree to the above.

Signature of responsible party

Date

Henderson Co. Parks & Programs

Position/Title

Date