

**RENTAL CONTRACT**  
Buckhannon-Upshur Recreational Park  
Tabatha R. Perry  
91 West Main Street, Suite 101  
Buckhannon, WV 26201  
(304) 472-0535 x.2  
trperry@upshurcounty.org

\_\_\_\_\_  
Name of Individual

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Group or Organization

\_\_\_\_\_  
Work Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Facility to be rented

\_\_\_\_\_  
Date

Arrival time \_\_\_\_\_  
a.m. p.m.

Departure Time \_\_\_\_\_  
a.m. p.m.

Rental Fee \$ \_\_\_\_\_

Rental Fee Due Date: \_\_\_\_\_

The rental fee is to be received by the Upshur County Commission Office on or before the designated due date. No refund will be issued once the contract is signed, returned and payment is received. No refunds will be given for “bad weather” on the day of your rental. (i.e. rain, cold temperatures, etc...)

**Cancellation** of a pool party **by the Park Director**, due to thunder and/or lightning or other conditions that would prohibit your group’s use of the pool, will result in a voucher being issued to the reserving party for use by the end of the current pool season, or with permission by the Upshur County Commission, during the following season. Vouchers unused within one (1) year of issue date will be void.

Rental of the swimming pool is in two hour increments. Swimming may not begin earlier or last longer than your designated rental period. Food and non-alcoholic beverages are permitted. The concession stand will not be open during the rental period

as it is only operational during regular public business hours. During your rental period you may utilize the deck chairs, shaded areas and attached pavilion area at no additional cost; however, you are not permitted to utilize the concession stand kitchen or appliances.

Pavilion rentals may begin at 9:00 a.m. and conclude no later than 9:00 p.m.

The person signing this rental contract agrees, either for himself or herself personally or on behalf of the organization listed, to be in attendance at the activity and to be financially responsible for any property damage or excessive littering done during the activity. The signer must be an adult, age 21 or older. For groups whose members are under 21 years of age, one chaperone must be provided for every 20 persons under the age of 21. The chaperone must be a parent of the groups' members, teachers, or sponsors of a school or business function.

The Park Director or any authorized representative has the authority to void any and all rental agreements and to further ask any and all individuals and or groups to vacate the park property. If in their discretion the individual(s) or group constitute a disruption of the safety and enjoyment of the park facilities by the general public at any given time.

---

Signature of responsible individual

---

Date

**Please make checks payable to the Upshur County Commission.**

Please note – The above fee includes a 6% WV Consumer Sales Tax. Please inform the Upshur County Commission Office if your group is tax exempt so the fee can be adjusted. You must provide the Upshur County Commission Office a copy of your organizations' tax-exempt certificate with the contract in order to be eligible for this adjustment.