

Application for One-Time/Special Events Use

Permit _____

Name of Responsible Party: _____

Address: _____ City: _____ State _____ Zip code _____

Phone: _____ Cell: _____ Are you a resident of _____ Yes ___ No ___

Email: _____ Event Description: _____

Check all that apply: Will you be using a _____ Caterer _____ DJ _____ Band _____ Tents _____

If you are renting this for someone who is a non-resident please provide the following:

Name: _____

Full Address: _____

Phone Number: _____ Cell: _____ Email: _____

Rental Hours: 8:00 am to 11:00 pm

Request Date: _____ / _____ / _____
Day of Event Month Date Year

***Keys and Folder are to be returned on the next business day or placed in the drop mail box located outside of the building. (\$_____ is charged to re-key locks and replace folders.* There will be a fee of \$_____ charged to the renter if the facility is not left in the same condition found before your event. This includes the outside of the facility is left clean and free of trash. Damages will be charged on an actual cost to repair or replace basis.**

_____ **Initial**

Applicant acknowledges that this is only an application and in no way guarantees issuance of a permit. Request date is not guaranteed until the rental fee is received and the application is approved. Rentals are approved according to when the rental fee is received.

Cancellation Policy: If a cancellation occurs 90 days or more prior to the event date a 50% refund of a rental fee will be issued. No refunds will be issued if a cancellation occurs anytime thereafter. If a permit is granted, the undersigned assures that the group they represent will comply with all of the **Conditions for Use** as affixed hereto and made a part of this application, and will follow the direction from any _____ Personnel. Applicant understands that failure to do so may result in the forfeiture of applicant's permit, deposit, and the possible denial of any future permits. The _____ reserves the right to allow or disallow rental of the facility all or in part based upon the needs of the _____. The _____ reserves the right to approve, deny, or discontinue the use of any facilities by any group at any time.

The undersigned applicant agrees on behalf of himself or herself, his or her heirs, successors or assigns and/or any organization he or she represents, its successors, assigns, members, participants and attendees at any function supported by this permit, to discharge, protect, release, indemnify and hold harmless _____, its agents, officers, employees, elected and appointed officials, successors and assigns from any and all damages, injuries, demands, actions, claims, liabilities and expenses of any kind in nature whatsoever, including but not limited to costs of defense and attorney's fees, directly or indirectly arising out of or relating to or resulting from any personal injury (including death) or damages to any person or property damage of any kind arising from or any way related to the use of the _____ Community Facilities pursuant to this permit; provided, however that such discharge, release, indemnity and hold harmless agreement shall not extend to any damages to, demands, actions, claims, liabilities and expenses resulting from any negligent or willful act, error or omission of the _____, its agents, officers or employees.

Signature of Responsible Party _____ Date _____

Office Use Only:

Rental Fee Paid: _____

Date Approved: ____ / ____ / ____

Date Denied: ____ / ____ / ____

Please pick up the key on ____ / ____ / ____ between the hours of 8:30 - 4:30. Your deposit of \$ _____ is also due at this time.

Signature of Authorized Personnel: _____

Reserving and Tours

Reservations can be made one year in advance. You must apply in person.

The rental fee is due when the application is submitted. The deposit is not due until the renter picks up the key for the facility. If you would like a tour of the facilities please call to make an appointment. First 30 minute tour is free. No tours will be given on the weekend. Office hours are Monday - Friday 8:30 to 4:30.

Renter requirements:

Renter must be at least 21 years of age.

Must be on premises during entire duration of time rented.

The renter will be held responsible for any damages to facility/property or violations of _____ policies.

Responsible for general clean-up at the conclusion of the event. All items must be removed at the end of the event.

Guidelines for using the facility:

1. All groups/persons given permission to use facilities, assume all responsibilities in regards to injury and/ or accident and all liabilities. The _____ reserves the right to approve, deny, or discontinue the use of any facilities by any group at any time.
2. A security deposit is required for each facilities rental permit. This deposit will be returned provided extra clean up work or repair is not necessary following your use. All persons given permission to use the facilities facilities must follow all security procedures when entering and exiting facilities. All lights must be turned off, doors and windows shut and locked, and the security system activated or the deposit will be forfeited.
3. Facilities is only available for actual time rented. Early admission will not be allowed unless rented. The _____ assumes no responsibility for personal belongings and valuables brought into the facilities.
4. Permits must be kept with the individual on contract as user of facilities facilities.
5. All persons given permission to use park facilities are required to clean up any and all debris after each event and will abide by all park rules and regulations. Responsible adult supervision must be maintained at all times during use of the permit. No profane or vulgar language shall be permitted.
6. All vehicles must be parked in the parking lots. No vehicles are allowed to be parked on grassy areas. Any vehicles parked illegally will be tagged/towed at the discretion of the _____. Vehicles should not be left over night.
7. All portable heating devices are prohibited from being used in the facilities. This prohibition applies to every type of heating device including those fueled by gas, propane, wood, coal, kerosene, and electricity.
8. Candles, hay, confetti, rice and spray string are NOT permitted. Flameless candles are permitted
9. No Fog machines, bubble machines, or other such equipment are not permitted.
10. Smoking is NOT permitted in the facilities. Smoking is also prohibited within five (5) feet of any exterior door.

_____ Initial

Facilities Conditions for Use

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11. Provided tables must be covered with table coverings during use. Please remove all tape after use.
12. Moonwalks, trains, tents, mechanical devices, etc. will be permitted with agreement and proof of insurance.
13. Do not throw cooler water and ice into the flower beds.
14. Our kitchen is fully equipped and includes a work area, refrigerator, small microwave, oven, and double bowl sink. Please make sure the kitchen is clean and the oven is turned off before leaving for the evening.
15. Outside Recreation: Sand and Grass Volleyball Area, Horseshoe Pit, Barbecue Pit, Fire Pit, Playground and Walking Trails. (Volleyball and horseshoes are not provided)
16. The _____ will supply the garbage cans and liners. All trash should be left in the garbage cans, tied and placed in the kitchen before you leave your function. PLEASE DO NOT take the trash out of the cans.
17. DJ's and Bands are permitted but must cease playing promptly at 10:30 p.m.
18. The _____ will not assume responsibility for unforeseen circumstances such as a power failure, or other mechanical failures at the Facilities, or inclement weather conditions, which may constitute reason for cancellation.

**** If the Guidelines for using the facility are not followed you will lose your security deposit. _____ Initial

"I have read and fully understand the conditions of this permit and attachments and intend to be legally bound by its terms and provisions."

Signature of Responsible Party

_____/_____/_____
Date

Malt Beverage and Wine Permit Application

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Name of Responsible Party: _____

Full Mailing Address: _____

Phone: _____ Cell: _____

Email: _____

Approximate number of persons attending: _____

Check the statement relating to your event:

____ Minors WILL NOT be in attendance

____ Minors WILL BE in attendance, but will not be served or permitted any malt beverages.

Conditions for Use:

Malt Beverage and Wine Permit must be completed and returned with rental permit application. Permit holder must be 21 years of age or older. No alcohol will be served to persons less than 21 years of age or to any persons known to be intoxicated or exhibiting visibly noticeable intoxicated behavior. It shall be the permit-holder's responsibility to enforce these restrictions. Restrict alcohol to permit area only.

1. A charge for actual labor and trucking will be billed to the permit holder when clean up beyond "broom clean condition" is necessary.
2. Beer is only permitted to be dispensed in kegs or cans. Glass bottles are not permitted. Wine must be served in plastic glassware.
3. Clean up the area or be held financially responsible for the cleanup of any debris related to consumption activity.
4. Adherence to all other _____ Facility Rental Rules, General Facility Rules and Regulations, and Park and Recreation Rules and Regulations.
5. Bar closure shall occur at least thirty (30) minutes before event ends.

The undersigned also agrees, on behalf of himself, his heirs, successors, or assigns and/or any organization he represents, its successors, assigns, members, participants and attendees at any function supported by this permit, to discharge, protect, release, indemnify and hold harmless the _____, its agents, officers, employees, elected and appointed officials, successors and assigns from any and all damages, injuries, demands, actions, claims, liabilities and expenses of any kind and nature whatsoever, including but not limited to costs of defense and attorneys' fees, directly or indirectly arising out of or relating to or resulting from any personal injury (including death) or damages to any person or property damage of any kind arising from or anyway related to applicant's use of this permit for the serving, possession and consumption of alcoholic beverages in the facility and parks of the _____.

Failure to strictly comply with all of the above conditions will result in the immediate revocation of permit (without refund of permit fee or any security deposit).

In the event that the permit application is submitted on behalf of a group or organization, the undersigned certifies to the _____ that he/she is a duly authorized agent and representative of _____ (name of group/organization) and empowered to legally bind said group/organization to the above-stated terms and conditions.

____ Permit APPROVED

____ Permit DENIED

Signature of Responsible Party

____/____/____

Date

