

# Application for Use of Facilities – Park Pavilions



Contact Name: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

Name Displayed on Sign: \_\_\_\_\_  
 Date of Rental: \_\_\_\_\_  
 Time of Rental: \_\_\_\_\_  
 Purpose of Rental: \_\_\_\_\_

*It is the policy of the City of Republic to allow the use of public facilities by members of the community, non-profit organizations, outside organizations (including for profit organizations) and school based organizations upon proper application and approval. In order to maintain appropriate use of public facilities, before use may be authorized, the policy located in the yellow-shaded box and reverse side of this document must be read and agreed to by the responsible applicant(s). A fee for facility use will be charged to all non-school and non-governmental groups to defray the costs of cleaning, maintenance, utilities, supplies, etc.*

## Request Use of the Following Pavilion:

Park	Seating Capacity	Fees	Total Hours Rented
<input type="radio"/> Miller Park	72	<b>Hourly Rate</b> \$10.00	_____ hours
<input type="radio"/> J.R. Martin Park	72	\$10.00	_____ hours
<input type="radio"/> Brookline Park	32	\$10.00	_____ hours
<input type="radio"/> Moore Park	32	\$10.00	_____ hours

### Pavilion Reservation Policy

- I understand that I am responsible to see that all debris and trash is picked up from the event site and placed in appropriate containers immediately after the event.
- I understand that no nails or other objects of any kind may be embedded in trees or the pavilions.
- I understand that permission to hold this event does not grant exclusive use of any park, trail or playground equipment. The park is to remain open for public use.
- I understand that refunds will only be issued for weather related cancellations and cancellations made one full week prior to the reservation date.
- I understand that vehicles are allowed in designated areas only, entrance to the park must be left unobstructed, and no alcohol is allowed.

I have read and agree to the Pavilion Reservation Policy.

Initials: \_\_\_\_\_

**Total Amount of Rental Fee:** \$ \_\_\_\_\_

*By signing below, I acknowledge that I am at least 18 years of age or older and that I have read the policy located in the yellow-shaded box and assume responsibility and liability for any bodily injury or property damage caused to myself or any third parties and do hereby agree to hold harmless and indemnify the leaser in the event that any claim should arise from the use of a pavilion. I also assume responsibility, whether assumed through insurance protection or personally, for any claims against the City of Republic or City personnel for any claims arising out of my/our use of any facility.*

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

### Office Use Only

Amount Paid: \$ \_\_\_\_\_ •Cash: \_\_\_\_\_ •DC/CC: \_\_\_\_\_ •Check: \_\_\_\_\_ (Ck # : \_\_\_\_\_)

Payment Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

# Application for Use of Facilities – Park Pavilions

## Policy – Community Use of Park Pavilions

The City of Republic recognizes that use of public facilities by individuals or organizations can benefit the citizens of the Republic community. The City of Republic may authorize use of public facilities as defined below.

### 1. Fee Structure

- All individuals/organizations using public facilities shall agree to pay the City of Republic the rental fees as set out on the structure sheet on the front side of this document.
- Returned/Insufficient Fund Checks will be charged a \$25.00 fee and must be settled at Republic City Hall.

### 2. Regulations

- The pavilions are intended for general public use and can be used by anyone within normal park operating hours if it hasn't been reserved for a private party or function.
- The pavilions may be reserved for private parties or functions. All pavilion reservation dates and times will be on display in the message board and updated on a weekly basis.
- User accepts responsibility for any and all damages resulting from their usage. If there is any question of accountability, the person(s) whose name(s) are stated on the Park Pavilion Rental Application will be held responsible.
- The presence or consumption of any alcoholic beverage in city parks is prohibited as per Republic City Code (Section No. 215.790).
- No nails, wires, ropes, placards, staples, thumbtacks, or other objects of any kind may be embedded in the pavilion or trees surrounding the pavilion. Masking tape or string may be used to hang banners.
- The use of a loud speaker or amplifier is prohibited without the permission of the Republic Parks & Recreation Department.
- Picnic tables may be moved to fit your desired layout, but must remain on the concrete pavilion floor at all times. No picnic tables should be moved on to the grass areas surrounding the pavilion.
- Pavilions should be used for the function for which they were listed and intended.
- User shall ensure that prior approval is received before signs or banners are erected, and that they not deface city property.
- User shall ensure that children will be properly supervised with adequate adult supervision.
- User shall ensure that all activities are orderly and lawful.
- User shall observe the time limits that were agreed upon.
- User shall agree to be responsible for and reimburse the Parks & Recreation Department cost associated with any repairs to, or replacement of , any property or equipment damaged, stolen or lost caused by any member of the renting organization, except for normal wear and tear as deemed appropriate by the Parks & Recreation Director.
- User shall agree to hold harmless and indemnify the City of Republic with respect to any loss, injury or damage because of negligence of the user, user's participants, guests, groups or agents, including damage to property of the City of Republic or property for which the City is responsible.
- User shall comply with all federal, state and local laws, regulations and licensing requirements.
- Persons using the pavilion agree to abide by all other rules as stated in Article XI of the Republic City Code (Offenses Concerning Parks, Fairgrounds) and to the rules stated above and below.

### 4. Preemption Privilege

- Out of necessity, the City of Republic must retain the right to cancel scheduled use of facilities.

### 5. Liability

- Any individual or organization authorized to use a public facility is responsible and liable for any damage or loss to the facility during the use of the facility. In addition, the individual or organization must either carry liability insurance, or agree to stand responsible for any liability claims made against the city for any incident that occurred in connection with the use of a public facility.
- Any responsible party found violating any of the above rules and regulations will be subject to a ban of all future rentals