

Park Security: 343-0702; 343-1405; 343-1009; 343-1089

Park Maintenance: 343-1147; 343-1144; 615-7657

EVENT TYPE: PRIVATE FOR AN ORGANIZATION _____

If for an organization, please provide organization name.

Name of Responsible Party: _____

Address: _____ City/State: _____ Zip: _____

Phone Number: (home) _____ (work) _____ (cell) _____

Email Address: _____

REQUESTED FACILITY/DATE INFORMATION:

Facility Type: Shelter Gym Meeting Room Hall Open Turf Kitchen Gazebo Pool

FACILITY #1: Location _____ Day(s) of Week _____ Frequency _____

Dates: From _____ to _____ Times: _____ am/pm to _____ am/pm

FACILITY #2 Location _____ Day(s) of Week _____ Frequency _____

Dates: From _____ to _____ Times: _____ am/pm to _____ am/pm

EVENT INFORMATION

Event Description: _____

Estimated Attendance: _____

For Building Rentals Only: Number of Tables Needed _____ Chairs _____ (Limited Availability)

PLEASE CHECK ALL THAT APPLY:

- | | | |
|--|--|---|
| <input type="checkbox"/> Event Open to Public | <input type="checkbox"/> Food Served | <input type="checkbox"/> Event Advertised to Public |
| <input type="checkbox"/> Inflatable Jump House | <input type="checkbox"/> Food Sold*** | <input type="checkbox"/> Admission Fee Charged |
| <input type="checkbox"/> Amplified Speech/Music | <input type="checkbox"/> Fundraising Event | <input type="checkbox"/> Exhibitors/Vendors Present |
| <input type="checkbox"/> Temporary Equipment Brought to Site | Type of Equipment _____ | |

***If selling food you must contact the Health Department to determine if a permit is required ***

GENERAL INFORMATION

- Applicant must complete all information that applies to the reservation request.
- Refunds will not be given for reservation cancellations made less than 48 hours prior to the event.
- Driving on NOR turf areas is prohibited and electrical outlets are not provided at shelter or gazebo reservations.
- Damage/cleanup deposits are refundable if there is no damage and facility is left in the same condition as received.

Applicant certifies that he/she has read the "General Information" listed above and policies and procedures stated on the reverse side of this application and the applicant and all members of the reservation party agree to abide by these policies and procedures.

Applicant Signature

Print Name

Date

SECTION BELOW FOR NOR DISTRICT USE ONLY

Processed By

Approval by NOR Supervisor

Date Approved

White – Supervisor Yellow - Applicant

FACILITY RULES

The following are general guidelines regarding the use of District facilities. There may be additional rules specific to the facility being reserved. This information will be provided at the time of completion of the "Application for Use of Facility" form.

1. Smoking, consumption of alcoholic beverages and the use of glass bottles or glass containers are prohibited at NOR facilities.
2. Vehicles must be parked in designated areas only. Driving on District turf areas is prohibited.
3. Users are responsible for leaving the facility in the same general condition as received. Failure to do so may result in the assessment of additional fees or forfeiture of deposit. Additionally, users are responsible for broken, damaged, missing or stolen NOR equipment or property.
4. Use of equipment and supplies is to be restricted to those formally authorized for use.
5. No activity will be permitted which is in violation of local, state or federal statutes. Applicants must adhere to all city, police and fire codes during their use of facility.
6. For authorized use of District facilities where food, drink, merchandise, or services are sold, the user must obtain necessary city, county and/or state permits for such sales.
7. Advertising, sales or solicitations for a reservation event must be approved by NOR.
8. Admission charges must be approved by NOR.
9. An NOR employee must be on duty at all times during the reserved use of NOR buildings.
10. Pony rides, petting zoos, dunk tanks, and inflatable water features i.e. slides, are not allowed at District rentals.
11. The District is not responsible for lost or missing articles.

INDIVIDUAL AND GROUP RESPONSIBILITY

1. Plans and decorations must be submitted and approved by North of the River Recreation and Park District at the time of completion of the "Application for Use of Facility" form.
2. The applicant/organization shall plan to accomplish the following within the time specified on the use of facility form:
 - Putting up and taking down all decorations (including tape).
 - Setting up and taking down all furniture and returning the same to its proper storage area.
 - Any other preparation and cleanup associated with the activity being conducted.
3. Cellophane adhesives, nails, screws, staples, etc., in walls or on woodwork are prohibited. Masking tape may be used.
4. At no time shall exits be covered or obstructed by decorations.
5. Use of kitchen does not include dishes, utensils, salt/pepper, etc. Ovens and microwaves may be used for warming only. Use of ice machines, where available, and sinks and counters is allowed. Cutting/slicing is not allowed on kitchen counters.

APPLICATION INSTRUCTIONS

1. Application must be in writing on the approved form and accompanied by rental fees.
2. Applicant signing the reservation form must be at least 18 years of age.
3. District facilities are available for reserved use Monday through Sunday from 8:00 a.m. to 10:00 p.m. subject to scheduling and approval by the facility supervisor.