



# HURON

## PARKS & RECREATION

### Facility Rental Request Form



**RENTAL DATE REQUESTED** \_\_\_\_\_

Name of Applicant \_\_\_\_\_  
 Address \_\_\_\_\_

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

Phone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Name of Group \_\_\_\_\_

Name of Facility Requested \_\_\_\_\_

Purpose of Event (be specific) \_\_\_\_\_

Start Time \_\_\_\_\_ Ending Time \_\_\_\_\_  
 (Include Set-up and Clean-up times)

Number of People \_\_\_\_\_

“I hereby acknowledge the conditions attached to this document for the rental and accept full responsibility for compliance.”

\_\_\_\_\_  
 (Signature of Applicant) Date \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>		
Security Deposit	\$ _____	Authorized Initials _____
Rental Fee	\$ _____	Authorized Initials _____
<b>TOTAL FEE</b>	<b>\$ _____</b>	<b>DATE</b> _____
Security Deposit Returned	\$ _____	Date Returned _____
Authorized by	_____	
If not returned, reason	_____	
	_____	
	_____	

# FACILITY RENTAL POLICY

Rentals of these facilities will only be authorized if they do not conflict with any City-sponsored programs or activities. All rental parties and their guests will be expected to adhere to the following rules and regulations. Failure to abide by these guidelines could result in full or partial forfeiture of the damage deposit.

1. Rental Fees:
  - A. Monday to Friday, 8:00 AM to 5:00 PM– Cost: \$15, Monday-Friday, 5:00 PM to 11:00 PM and all day on Saturday and Sunday– Cost: \$25 per hour. All rentals require a two (2) hour minimum.
  - B. Security Deposit: All rentals must supply a \$30 security deposit in the form of a check.
2. Rental Availability:
  - A. The facility will be available to rent from October 1<sup>st</sup> to April 1<sup>st</sup>.
  - B. The facility will not be available to rentals the remainder of the year and all holidays.
3. NO ALCOHOL will be allowed in any City facility.
4. The service and consumption of food and beverages shall be confined to the designated area.
5. The function shall not interfere with the normal operation of the City.
6. The reservation holder must be present at the facility during the hours of approved use.
7. Reservations can be made up to one year prior to the event.
8. Smoking is prohibited in all recreational buildings.
9. Unless offered through a City of Huron program, animals are prohibited in the facility. (Except for guidance dogs for those who are visually impaired)
10. At the end of the rental, the reservation holder must clear the rental area of all trash into the outside dumpster, and remove all supplies brought in by the renter. The facility will not store or be responsible for items left after the rental.
11. Table and floor decorations only. No candles. Do not use any fasteners, tape or decorations which will cause stains, discoloration, holes or other permanent damage to any floors, walls, ceilings, or fixtures.
12. No rice, confetti, birdseed, straw, etc. shall be used in or around the premises.
13. The responsibility of the City supervisory staff is to open and secure the facility, be visible to the rental group, and provide information or items needed. Supervisors are not for the personal use of the rental groups.
14. There will be a minimum of two (2) hours rental time when renting any part of the facility during after-hours.
15. Reservations for use of the marina building will not be permitted prior to 7:00 AM and later than 11:00 PM.
16. Music and noise must be kept at reasonable levels, especially during operational hours.
17. The City of Huron is not responsible for lost or stolen articles during the time of use by an individual, group or organization.
18. Unusual rowdiness or physical/verbal abuse toward a staff member, patron, or City property may result in immediate termination of the event and forfeit of security deposit and rental fee.
19. Parking, loading, and unloading are only permitted in designated areas.
20. No donations or collections shall be collected without permission from the City of Huron.
21. Payment of the entire rental fee is required at the time of the confirmation of the reservation. Security deposits are due no less than 7 days prior to the event. The Recreation, Parks, or Marina Facility Managers must authorize any exceptions to the deposit requirement. Security deposits will be returned after a facility inspection and the staff has a submitted report. Failure to comply with conditions for rental could cause forfeiture of entire security deposit and/or immediate termination of the event. Charges for damages (material and labor) or extra clean-up time required (\$20/hr) will be deducted from the security deposit. Failure to pay charges will result in a ban for future use of facilities.
22. Failure to notify Huron Parks and Recreation Department of a cancellation forfeits the deposit fee. A \$20.00 processing fee will be charged for any cancellations prior to user date.
23. All recreation facility rules and regulations must be adhered to and the directions of the facility staff must be obeyed. Non-compliance with the rules and regulations may result in the applicant being unable to rent any City facilities for future use.
24. By signing this application, the applicant acknowledges they have inspected the premises, finds the same to be in a safe and appropriate condition for the use to which the applicant seeks to put the premises and accepts the same for the uses and purposes of the applicant’s event.
25. By signing this application, the applicant agrees to, and hereby does, indemnify and hold the City harmless of and from any premise or the use of the premises by applicant’s guests, including all cost of defense against any such claims (including but not limited to attorney fees, expert witness fees and all cost of litigation).
26. By signing this request, my organization and I agree to be bound by the above terms and conditions, to pay fees charged and to pay the cost of repair or replacement of the City of Huron property damaged as a result of the use of this facility.
27. This signed agreement must be mailed or delivered to: Huron Parks and Recreations, 417 Main St., Huron, OH 44839. Contact number is 419.433.8487.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip