

Office use only:

Date _____

Location _____



FACILITY RENTAL APPLICATION/AGREEMENT

Contact Name _____ Group (if applicable) _____

Phone _____ Email _____

Date Requested _____ -20 _____ Day of the Week M T W T H F S A S U

Time In (Include Set Up) _____ am/pm Time Out (Include Clean Up) _____ am/pm

Approximate Number Attending _____ Type of Activity _____

Circle One *all deposits must be paid at time of reservation and will be refunded after your rental has been checked

Heritage Hall (day) \$175+\$100 deposit

Pavilion (Heritage, Parkhurst, YBS) \$50

Party (room/court 2hr) \$130+\$100 deposit

Community Room (1hr) \$35

Large Court Rental \$35
(Leagues, camps, tourn. 25 people including spectators)

Tournaments -Entire Center \$150 (1hr) (anything more than 2 courts must rent center) must book w Management.

Diamonds (game) \$50
Lights (per field/day) \$25
Tournament (per field/day) \$150+\$100dep

***all rentals must be 21 years old or older**

I certify that the information on the application is true and that I have read and agree to abide by the rental policy pertaining to the use of City of Coldwater facilities. I also agree to the fee charged, and shall be responsible pertaining to the use of the facility in accordance with the rental policy.

I further agree to indemnify, defend and save harmless the City of Coldwater, its officers, agents and employees from and against all loss or expense (including costs and attorney fees) by reason of liability imposed by law upon the City of Coldwater, its officers, agents and employees for damages because of bodily injury, including death at any time resulting therefrom sustained by any person or persons, or on account of damage to property including loss of use thereof, arising out of or in consequence of the performance of this contract, whether such injuries to persons or damage to property is due or claimed to be due to the negligence of the contractor, the City of Coldwater, its officers, agents and employees, excepting only such injury or damage as shall have been occasioned by the sole negligence of the City of Coldwater, its officers, agents and employees.

Signature _____ Date _____

For office use:

Date Received _____ Received By _____ Receipt # _____

Fee \$ _____ Put on Facility Calendar () Check # _____ Cash _____ Credit/Debit _____

RULES AND REGULATIONS FOR USE OF FACILITIES

1. Anyone interested in using the City of Coldwater's Recreation Facilities must submit an application with FULL PAYMENT to the Recreation Department for approval and processing. Use of only the specified facilities, dates and times approved on rental application will be granted.
2. Cancellation policy-The Recreation Department reserves the right to cancel a rental at any time due to facility malfunction or staffing issues. Renter must give a 2 week notice for any refund to be considered. A \$25 non-refundable processing fee will apply. Less than 24-hour notification results in loss of all rental fees. No refunds for pavilion rentals.
3. Property of the City of Coldwater/Recreation Department will not be removed from the facility at any time.
4. Rentals at the Rec Center-Upon arrival, the applicant must check in at the registration desk. The Department Staff will assist with any further questions or set up issues that need to be addressed. Groups shall not use, remove or disturb any supplies, bulletin boards or any other items in the Center.
5. Groups will conduct themselves appropriately and be courteous to other people in the facility. The Recreation Department reserves the right to require additional staff at the renter's expense. The Department may also require a security deposit in advance in addition to the rental fee. The deposit will be refunded in full, part or forfeited depending upon the condition of the facility.
6. The Recreation Department will provide normal facilities and equipment appropriate to the area being used (i.e., tables, chairs, restrooms, waste containers). Additional equipment must be approved by the Coldwater Recreation Department.
7. All Rules and Regulations governing the City of Coldwater must be adhered to at all times. The following are prohibited in the facilities and parks.
 - Possession or consumption of alcohol or drugs in and around the premises.
 - Smoking/Vaping
 - Firearms, knives or other weapons
 - Food or Drinks except in designated areas
 - Use of areas other than the ones designated on the agreement form
 - The use of open flames, such as lighted candles, sterno cans, etc.
8. Hanging of decorations-thumbtacks, nails, adhesives, etc. are prohibited to hang decorations. Please check with staff prior to hanging any decorations. Placement of posters/banners within the Recreation Center requires prior approval.
9. All children under the age of 13 must be supervised by an adult. At all times, youth must be participating in activity, watching an activity, or sitting in lounge area. At NO time are youth allowed to run free without an adult supervising them.
10. The City of Coldwater and its constituents shall not be liable for any injury or property damage occurring or to the demised premises or to any persons thereon resulting from (1) a loss of property by theft or burglary, (2) accidental damage to person or property on or about the premises from the use of any utility on the premises, (3) any damage caused by action of the natural elements, or (4) damage or injury resulting from the conduct of employees of the renter, whether negligent or otherwise. The renter shall not make any claim against the City of Coldwater for any loss or damage described herein.
11. The applicant shall be responsible for the application of insurance proceeds, if any, to the repair or replacement of the premises or property thereon necessitated by any damages caused by the above circumstances, and if the injury was not insured against, the applicant shall repair the demised premises or replace or repair property thereon at the sole expense of the applicant.
12. The City of Coldwater shall not be liable to the applicant, or agents, employees, customers, patrons, visitors or guests or the applicant.
13. Failure of the applicant to abide by the above regulations shall result in being denied use of any Recreation Facilities.