

Deposit Paid: _____

Rental Fee Paid: _____

On Calendar: _____



Vassar Township Community Park Pavilion Application

Pavilion Reservation: _____ to _____
mo./day/year mo./day/year

Time of day (starting) _____ Time of day (ending) _____

Name of Renter/Organization: _____

Contact Phone Number: _____

Nature of Activity: _____

Expected number in group: _____

Reservation Fee: \$100.00 refundable deposit. **THIS MUST BE A CHECK!** (See Section VI)

I. GROUPS ALLOWED

- Class A Vassar Township and/or Parks & Recreation sponsored activities
- Class B Other groups and individuals (example: birthday party, family or class reunion, graduation open house)

II. RESERVATION FEES AND CHARGES

CLASS	A	B	Amount Paid	Balance Owed
1-4 Hours	\$0	\$25	_____	_____
4-8 Hours	\$0	\$50	_____	_____

Set-up times will vary depending upon availability of the pavilion. Check on availability at the Township Hall.

III. RESERVATIONS

A non-refundable fee must be paid and forms must be filled out and returned to the Township Hall before the pavilion will be reserved. The pavilion is expected to be left in clean and good condition which will be determined at the discretion of the park manager or authorized designee of the Parks & Recreation Committee.

The reserving of the pavilion does not guarantee the exclusive use of the park and playground.

The Vassar Township Parks & Recreation reserves the right to hold open the pavilion one week per month.

IV. ALCOHOL AND/OR MIND-ALTERING DRUGS

NO alcohol and/or mind-altering drugs are allowed in the pavilion or in the adjacent park or parking areas.

V. DAMAGES

The person or group reserving the pavilion is responsible for all damages and loss of equipment that occurs. Damages include any damages to the premises or to any of the contents of the pavilion or storage areas. In the event that damages occur, the \$100.00 deposit check will be kept and cashed. If the damages exceed \$100.00 the difference from the estimate to fix the damages will be billed to the person or group who made the reservation.

The pavilion will not be allowed to be reserved to anyone who has an outstanding bill.

VI. CLEAN-UP AND CLOSING PROCEDURES

Clean-up is the responsibility of the person or group reserving the pavilion. Picking up trash and placing it in trash receptacles. Pavilion floors must be swept and spot cleaned if necessary. All chairs and tables must be returned to their original storage location. Tables must be cleaned and wiped off. Tables must be picked up and carried when moving them around, not dragged across the floor.

Bathrooms should be left in as good and clean condition as they were found.

The person or group reserving the pavilion is responsible for the proper closing of the facility.

VII. HOURS

The pavilion will be open for use from 7 am through dusk, except on Sunday when the hours will be from Noon through dusk.

VIII. RULES MAY CHANGE

The rules set forth are subject to change when and if they are deemed to be inadequate for proper security of the building and premises.

IX. HOLD HARMLESS

I/We agree to hold Vassar Township and Vassar Township Parks & Recreation Committee, its successors, employees and designees harmless from all claims, suits, costs, and liabilities.

By signing, I/We have read, understand and agree to the attached conditions. I/We further agree to pay all debts arising from reserving of the pavilion.

_____ Date: _____
Administrative Assistant or Board of Trustee Member

_____ Date: _____
Signature of Person or Group Reserving Pavilion