

Penrose Park & Recreation District Facility Rental Contract

I. Applicant Information *(NOTE: Applicant must be at least 18 years old.)*

Name: _____ Additional Contact: _____

Are you applying on behalf of a group? If so, what's its name? _____

****If your group is a non-profit, please request our "Non-Profit Organization Facility Use Contract" ****

Street address: _____

City: _____ State: _____ Zip: _____

Applicant phone: _____ Email: _____

Additional contact phone: _____ Email: _____

II. Event Information

****Special permission is required if this event ends after 9:00 pm****

Will rental be one time only? (Please circle) Yes / No

-- If one time... Date of rental: _____ Time of rental: From: _____ To: _____

-- If rental is recurring... ___ times/week or ___ times/month Days _____ From _____ (date) to _____ (date)

Facility you'd like to rent (Please circle all that apply) Park Community Center Pavilion Gazebo

-- If you are renting the Pavilion or Gazebo, will you require electricity? (Please circle) Yes/ No **Charge is: \$25.00**

Activity Type/Purpose of Rental: _____

Expected attendance? _____ Will event be open to the public? (Please circle) Yes / No

Will you charge attendees? (Please circle) Yes / No

-- If yes, briefly describe: _____

Will outside vendors be present? (Please circle) Yes / No

-- If yes, briefly describe: _____

III. Rental fees – Base rates include a 4-hour maximum. **A charge of \$15 an hour for additional time will be added.**

-- In District Fee: (circle one) Park Community Center \$50 + \$25 damage deposit = \$75 / Pavilion \$25 + \$25 damage deposit = \$50 / Gazebo \$25 + \$25 deposit = \$50

Date Paid: _____ Check#: _____ Cash: _____

-- Out of District Fee (circle one): Community Center \$75 + \$25 damage deposit = \$100 / Pavilion \$50 + \$25 damage deposit = \$75 / Gazebo \$50 + \$25 deposit = \$75

Date Paid: _____ Check#: _____ Cash: _____

****Applicant must reside within the Park District to pay "In District" Fees. ****

****Damage Deposit fee will be returned within 14 days, if the facility is left clean. ****

Note: Basketball/pickleball court can be reserved at no charge for up to 2 hours. To make reservation, call 719-429-7002

IV. Agreement & Indemnification

I, the undersigned, have read and understood the Penrose Park & Recreation District's Facility Rental Policy and agree to its terms and conditions. I expressly exempt and release the PPRD from and against all liability stemming from my use of the rental facilities.

Applicant's Signature: _____ **Date Signed:** _____

Park Representative's Signature: _____ **Date Received:** _____

Penrose Park & Recreation District Facility Rental Policy

(Detach and give to applicant)

Date of the Event: _____ Applicant's Name: _____ Payment: _____ Code _____

AUTOMATIC FEES AND CHARGES

(In District = ID Out of District = OOD)

Damage /cleaning Deposit:	\$ 25.00 per day/ID	\$25.00 per day/OOD
Park Community Center Rental Fee:	\$ 50.00 per day/ID	\$75.00 per day/OOD
Pavilion Rental Fee:	\$ 25.00 per day/ID	\$50.00 per day/OOD
Cleaning Fee: (if not cleaned after use)	\$ 25.00/hour/ID	\$25.00/hour/OOD
Additional Hours @ \$15 Per Hour:	_____ hours X \$15.00 = _____	
Additional Fee: Electricity at Pavilion	or Gazebo	\$25.00 _____

1. Rentals are scheduled on a first come, first served basis. Payment of rental fee and damage deposit is necessary to guarantee your reservation.
2. A Facility Rental Contract must be received by a PPRD Representative at least seven (7) days in advance of rental date to guarantee processing. If a Facility Rental Contract is received less than seven (7) days in advance, it may or may not be considered.
3. Applicants renting PPRD facilities must be at least 18 years of age.
4. At no time may the Applicant allow more than 80 people in the Penrose Station (Community Center). Doing so violates the Fire Code and the capacity set by the Penrose Fire Department.

NOTE: PPRD reserves right to reduce numbers, based on any COVID rules at the time.

5. **Alcohol, tobacco, marijuana, or other drugs, along with glass containers, are strictly PROHIBITED. NO items are to be placed on, or attached to interior walls of structures.**

Temporary decorations put up with tape are allowed.

6. **Applicant must provide a fire extinguisher if a grill, of any size, will be used for cooking.**

7. Applicant is responsible for set-up and breakdown of tables and chairs. At the end of the rental period all tables and chairs should be left as they were, except in the Penrose Station (Community Center), where all chairs should be returned to the storage shed.
8. Applicant may not play loud music or engage in noisy activity after 9:00pm.
9. Applicants may not bring animals into the Penrose Station (Community Center) without prior approval from PPRD. Applicants may have animals in the Pavilion, so long as they are leashed.

10. Applicant is required to clean-up the rental facility before leaving. Clean-up should include:

- a. Wiping down tables, and where necessary, chairs and portable sink; **APPLICANT IS RESPONSIBLE FOR**
- b. Sweeping and mopping floors; **CLEANING SUPPLIES**
- c. Bagging all garbage and moving it to **PPRD dumpster; Not in trash cans** in front of Community Center.
- d. Turning off all lights, and locking all doors (Park Community Center only).

11. Applicant is required to remove all personal or group property from PPRD property after each event. Property left will be stored in the PPRD Lost & Found for two weeks; if it is not collected, it will become the property of the PPRD and disposed of.

12. Applicant is responsible for any damages resulting from the use of the PPRD facilities. The damage deposit will be forfeited to cover any costs from cleanup or repair. If costs exceed deposit, Applicant agrees to pay the difference.

13. Third party limitations:

- a. "In District" Applicants are NOT allowed to rent PPRD facilities for use by an "Out of District" third party. If Applicants knowingly violate this provision, they do, hereby, agree to pay the "Out of District" fees.
- b. Applicants renting PPRD facilities for a third-party personally assume all responsibility for the rental, including all financial responsibility that may be incurred.

14. Applicant hereby expressly exempts and releases the PPRD, its officers, employees and insurers from and against all liability, claims and demands on account of injury, loss, or damage, including without limitation, claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, or death that Applicant may incur as a result of its rental and use of PPRD property.