

CITY OF HASTINGS PARK SHELTER RENTAL AGREEMENT

Today's Date: _____

Organization (If applicable): _____

Contact Person: _____

Address: _____ Cell Phone: _____

E-mail: _____

Date of Event: _____ Hours: From: _____ To: _____

Anticipated Persons to Use Facility: _____

Detailed Description of Event: _____

Check One	Facility	Cost	Location
	Chautauqua Park Pavilion <i>110 Electricity outlets available inside Pavilion, Water available at restrooms upon request (300 ft away), Lights available upon request.</i>	\$75.00	2219 West 5 th St
	Brickyard Park Shelter <i>110 Electricity available inside shelter next to roof line, Water available on restroom building upon request (300 feet away), Grill available</i>	\$35.00	D St. & Woodland
	Brickyard Park Amphitheater <i>110 & 220 Electricity Available, Water is not available.</i>	\$350.00	D St. & Woodland
	Highland Park Shelter <i>110 Electricity available inside shelter next to roof line, Water is available on East side of Restrooms (50 feet away) upon request. Grill available</i>	\$35.00	721 West 14 th St.
	Libs Park Shelter <i>110 Electricity available inside shelter next to roof line, Water is not available. Grill available</i>	\$35.00	1531 N. Baltimore
	Lake Hastings Shelter <i>110 Electricity available inside shelter next to roof line, Water is not available. Grill available.</i>	\$35.00	N Shore & S. Shore

Keep a copy of this rental agreement for your records. It is advised to take it with you to the park on the rental date as proof of exclusive use.

OFFICE USE ONLY

Paid \$ _____
Date _____
Cash/Check _____

**CITY OF HASTINGS
PARK SHELTER RENTAL POLICIES**

Park picnic shelters or specific park areas may be reserved for exclusive use by individuals or groups. The following rules will be enforced and must be agreed to by the renter prior to a reservation being accepted by the City of Hastings Parks & Recreation Department.

1. Parks are open from 6:00 a.m. until 11:00 p.m. A shelter may be reserved during these hours only.
2. **Alcohol and tobacco** is not permitted to be brought into or used in any city park.
3. For the exclusive use of any park facility by a group, appropriate paperwork must be completed and signed by an adult (21 or over) and a Parks & Recreation Representative.
4. Payment for the use of any park shelter must be made at the time the application is completed. **Fee is non-refundable for cancellations.**
5. If you find any damage upon arrival, or are experiencing any other issues, please inform the Parks On Call person at 402-831-0228. During normal business hours (M-F, 8am ó 12pm, 1pm-5pm) please contact the Parks & Recreation office at 402-461-2324.
6. You may arrange and set-up the shelter as desired. **Set up of the shelter is the renter's responsibility and is to be completed at the time stated on your contract, not before.**
7. Upon completion of your event, picnic tables and/or benches must be wiped down. **Clean up is the renter's responsibility and must be completed by the ending time stated on your contract.** Garbage containers are located within a reasonable distance of every shelter.
8. The following items (not limited to) are prohibited without permission from the Parks & Recreation Director:
 - a. Vehicles parking on the grass next to the shelter
 - b. Inflatables or bouncy houses.
 - c. Propane Grills
 - d. Portable Swimming Pools
 - e. Candles
 - d. Use of extension ladder or lift truck to hang decorations
9. In renting a park facility, the City does not relinquish the right to manage and control the facility. The City may enforce any rules and regulations it deems necessary. Any City official or authorized employee may enter any park or park facility at any time.

I, having read and agreed to the policies and regulations as set forth by the City of Hastings, request permission for the use of the above city facility for the purpose described in the above application.

Renter Signature

Parks & Recreation Representative Signature