

CITY OF HASTINGS

PARK SHELTER RENTAL AGREEMENT

Today's Date: _____

Organization / Contact Person: _____

Address: _____ Cell Phone: _____

E-mail: _____ Anticipated Persons to Use Facility: _____

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

Detailed Description of Event: _____

	Facility	Cost	Location
	Alexander Park 110 Electricity available only.	\$50.00	7 th St & Lincoln Ave
	Chautauqua Park Pavilion 110 Electricity outlets available inside Pavilion, Water available at restrooms upon request (300 ft away), Lights available upon request.	\$100.00	2219 West 5 th St
	Brickyard Park Shelter 110 Electricity available inside shelter next to roof- line, Water available on restroom building upon request (300 feet away), Grill available.	\$50.00	D St. & Woodland
	Brickyard Park Amphitheater 110 & 220 Electricity Available, Water is not available.	\$350.00	D St. & Woodland
	Crosier Park Shelter 110 Electricity outlets available in Pavilion next to floor.	\$50.00	13 th & Pine Avenue
	Heartwell Park Gazebo 110 Electricity available only	\$50.00	Lakeside Dr. near North California Avenue
	Highland Park Shelter 110 Electricity available only.	\$50.00	721 West 14 th St
	Highland Park Gazebo	\$50.00	
	Lake Hastings Park Shelter 110 Electricity available inside shelter next to roof- line, Water is not available. Grill available.	\$50.00	N. Shore & S. Shore
	Libs Park – Sand Volleyball Courts	\$35.00	1531 N. Baltimore
	Libs Park Shelter 110 Electricity available inside shelter next to roof Line, Water is not available. Grill available.	\$50.00	1531 N. Baltimore
	Lincoln Park Shelter 110 Electricity available inside shelter next to roof- line. Grill available.	\$50.00	South Burlington Ave & Hwy 6

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** are 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. If the rental is canceled due to an act of God or inclement of weather conditions 5 calendar days in advance, the rental fee will be refunded. **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 - 12pm, 1pm - 5pm) please contact the Parks & Recreation Office, 2015 West 3rd Street, 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