



## Watson Park Community Room – Rental Form

CONTACT NAME: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

DAY PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ALL FACILITY RENTAL FEES MUST BE PAID AT TIME OF RESERVATION TO SECURE DATES. A 48-HOUR CANCELLATION NOTICE IS REQUIRED FOR A REFUND. IN THE EVENT OF A CANCELLATION BY GROUPS WITH A HISTORY OF CANCELLATIONS, THE DEPOSIT SHALL BE FORFEITED.

**DESCRIBE IN DETAIL THE TYPE OF EVENT OR ACTIVITY YOU PLAN ON HAVING (BE SPECIFIC):**

DATE OF EVENT: \_\_\_\_\_ EXPECTED ATTENDANCE: \_\_\_\_\_

STARTING TIME: \_\_\_\_\_ ENDING TIME: \_\_\_\_\_

I/We agree to be fully responsible for the facilities per conditions as outlined on the front & back of this reservation request. I understand that this request should be returned to the City of Loris Parks & Recreation Department before the desired event date. This application is subject to the approval of the Parks & Recreation Director or their designee. **Rental is for interior use of building ONLY.** The park and playground area are public spaces and can be used as such by the community.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Security Deposit - \$100.00**

**Daily Rental Rate - \$150.00**

(FOR DEPARTMENT USE ONLY)

DEPOSIT PAID: \$ \_\_\_\_\_ CASH: \_\_\_\_\_ CHECK#: \_\_\_\_\_ CREDIT: \_\_\_\_\_

RENTAL PAID: \$ \_\_\_\_\_ CASH: \_\_\_\_\_ CHECK#: \_\_\_\_\_ CREDIT: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

DATE ENTERED ON CALENDAR: \_\_\_\_\_

**Applicants may begin their setup no earlier than 9:00 a.m. on the date specified on the face of this contract. The event must end, and the facility must be cleaned and returned to its pre-rental condition with all supplies removed, no later than 9:00 p.m. of the date of rental, unless prior approval is given.**

1. Rental covers the interior use of the Watson Park Community Room ONLY. The park and playground are public spaces and can be used by the community.
2. Event signage may be posted outside of the building during the hours specified on this application. Signage must be removed at the end of the event. Certain activities may require a special event application to be filled out in advance and subject to approval.
3. All decorations, equipment, paraphernalia, food, trash, etc., installed by the applicant or their authorized representatives must be removed from the facility prior to the end of the contract period stated on this application. All items left after the rental period shall be deemed abandoned. The City of Lorris shall exercise its right to remove any items and dispose of them.
4. Decorations, banners, etc., should be hung using materials that will not damage the walls or ceilings. Visible damage or holes will result in loss of security deposit.
5. The facility access code will be issued no more than 48 hours prior to rental date. The code will only allow access to the facility during the times listed on this agreement.
6. Drugs, alcohol, or tobacco products are prohibited in the facility. Drugs and alcohol are not allowed on City of Lorris property.
7. Only applicants aged 21 and older will be considered for approval.
8. The Parks & Recreation Director reserves the right to deny applications submitted.
9. No rice, grain, confetti, etc., shall be thrown or distributed in the building or directly outside the building.
10. No mud, soil, or pots containing water, except flowerpots, may be placed in the building.
11. Approximately 10 Tables and 70 Chairs are available for use. A refrigerator and sink are also available. All equipment is clean and in good working order. Do not sit or stand on tables. Do not stand on the chairs. Tables and chairs are NOT to be removed from the facility.
12. HVAC controls must be turned off at the end of the rental period. All lights must be turned off. All exterior doors and windows must be locked prior to the end of the rental period.
13. Kitchen use: If the sink or refrigerator is used, the equipment must be cleaned prior to the end of the rental period. No raw materials (food/trash, other debris) may be dumped into sinks. All items brought in must be removed prior to the end of the rental period.
14. Grills, cookers, fryers, etc., may not be brought into the facility or placed on the porches. Portable cooking equipment may be used 10ft from the building. Proper safety equipment must be available.
  - **Required Extinguisher(s): Fryers – Class K; All others – Class ABC**
15. Applicants must supply their own cleaning supplies and trash bags for cleanup. A broom, dustpan, mop, and bucket are available for use. All bags of trash must be properly disposed of prior to leaving the facility. All floors must be swept, trash picked up, and damp mopped prior to the end of the rental period.
16. The applicant is responsible for the security of the building during the rental period and must ensure the building is secured prior to leaving.
17. The City of Lorris Parks & Recreation staff and Lorris Police reserve the right to enter the facility at any time.
18. The applicant and their licensees and invitees agree to hold harmless the City of Lorris and its agents, servants, and employees from all damage arising from the use of the facility rented pursuant to this agreement.
19. The applicant shall be responsible for the replacement cost of any damage that occurs to the building or contents during their rental period. Parks & Recreation staff shall inspect the facility after each rental. Upon arrival at the facility on the day of the scheduled event, applicant shall conduct an inspection of the premises for any damage to the facility or its contents. If any such damage is discovered, the applicant will immediately call Lorris Parks & Recreation at (843) 756-9804 and report it.
20. This property is subject to all ordinances of the City of Lorris. The City of Lorris' noise ordinance is in effect. Loud music is not allowed. Parks & Recreation staff and/or Lorris Police and/or the City Administrator reserve the right to shut down the event if any rules and regulations are not adhered to.
21. Lorris Parks & Recreation line is (843) 756-9804. Lorris Police Department Non-Emergency line is (843) 756-4000. You may reach Lorris City Hall at (843) 756-4004.

**Please note that this Rental agreement is for the Community Room ONLY.**

**The playground is open to the public and may be accessed by the public during your designated rental period.**