



FACILITY RENTAL AGREEMENT

QUICK FACTS

Facility to be Reserved: _____
Date Facility to be Reserved: _____
Hours Facility to be Used: _____
Event Type: _____
Expected Attendance: _____

CONTACT PERSON _____ PHONE _____
 ADDRESS _____
 CITY _____ ZIP _____

RENTAL INFORMATION				
Location	Facility <small>(i.e. shelter, courts, fields, lights, etc.)</small>	# Courts/ # Hours	Additional Hours	Cost
FEES PAID → _____			TOTAL RENTAL FEE	\$
			SECURITY DEPOSIT	\$
DATE → _____			TOTAL DUE	\$

I agree to take full responsibility for the use of the facilities listed above and agree to abide by the facility rental/use policy as outlined on the back of this agreement.

Renter/User Sign: _____ Date: _____

Key Issued? Yes No If yes, date returned _____

Approved By: _____ Date: _____

 After Hours Approval: _____
Parks & Recreation Director

Time Approved: _____
 Police/Security Approval: _____
Police Chief

of Officers: _____

*****CANCELLATION POLICY: In the event of cancellation, the full amount will NOT be refunded unless cancellation is made by the close of business on the last business day prior to the rental.**

*****NO WATER BALLOONS ALLOWED*****



FACILITY RENTAL/USE POLICY

Facilities are available for rental on a first-come first-served basis. Groups or individuals that have rented a facility will have priority. Rental/use of a facility gives the renter/user priority ONLY to the facility designated and NOT to any other facility within a park. A rental fee shall be paid prior to the scheduled reservation date, when necessary. Rental fees are determined by the residence of the renter. A Driver's License must be presented at the time of rental. The possession and/or consumption of alcoholic beverages are prohibited in all City parks. The renter/user is responsible for the use of facilities designated and is to ensure that each is left or returned in similar condition as prepared or issued and may be held responsible for repair and/or replacement costs for damaged equipment. The Parks and Recreation Department reserves the right to retain all or part of the security deposit upon inspection of the facility. The renter/user also agrees to indemnify the City of Newberry against and to hold the City of Newberry harmless from any and all claims or demands for loss of or damage to property or for injury or death to any person from any cause whatsoever while in, upon or about facility during the rental/use period. "Facility" is defined but not limited to the items listed in the chart below.

Note: Park hours are from 7:00 a.m. – 9:00 p.m.** Approval of use of any park facility beyond normal park hours requires approval of the Parks & Recreation Director. Security is required for functions that will have high attendance. Security officers should be obtained through the Newberry Police Department. The Police Chief must sign the reverse side of this form, noting that the renter, prior to confirmation of reservation date has obtained security. The Parks and Recreation Department does retain the right to require proof of a noise permit obtained from the Newberry Police Department, prior to reservations for some functions. ***In case of inclement weather, a refund will be given "only" if the department is notified and keys returned before 5 pm on Thursday before the event.

RENTAL FEES <i>(NOTE: ALL FEES ARE DUE PRIOR TO SCHEDULED RENTAL DATE AND TIME.)</i> <i>A \$10 KEY DEPOSIT MAY BE CHARGED WHERE APPLICABLE.</i>			
Facility	Rental Fee		
Picnic Shelter	\$10 for 4 hours	\$30 per day	Pit usage \$25 per day plus \$10 deposit
Short-Notice Rentals (less than 24 hours)	\$10 additional fee per facility		
Tennis Courts	\$3 per hour per court	\$50 tournament per day	
Basketball, Volleyball, Horseshoe Courts	\$10 per day per court	\$50 tournament per day	
	Lights additional \$10 per hour per court (2 hour minimum)		
Baseball and Softball Fields	\$10 per hour per field including lights (2 hour minimum)		
	\$75 per day per field for tournament, practice, special event**		
Disc Golf Course*	\$50 per day	*Requires additional rental of shelter	
Volleyball Standards	\$10 per day		
**\$75 includes lights as well as one dragging and lining. \$25 for each additional dragging and lining request \$50 without lights, dragging and lining \$25 additional refundable deposit required which shall be returned if ballfield is left undamaged, orderly, and clean			