

**CITY OF COLUMBUS
FIREMAN'S PARK ENCLOSED SHELTERS
FACILITY USE AGREEMENT**

NAME OF USER/AGENT: _____

ADDRESS: _____ CITY/ST/ZIP: _____

PHONE NUMBER: _____ EMAIL: _____

DATE REQUESTED: _____ FACILITY: _____ PURPOSE: _____

I. FIREMAN'S PARK SHELTERS & FEES

	PAVILION-1 DAY	PAVILION-MULTI-DAY	REST HAVEN	CONCESSION STAND
RESIDENT RENTAL	\$400	\$600	\$50	\$50
RESIDENT DEPOSIT	\$400	\$400	\$50	\$50
NON-RESIDENT RENTAL	\$600	\$800	\$100	\$100
NON-RESIDENT DEPOSIT	\$600	\$600	\$100	\$100
TOTAL				

*** Please circle fees.**

2. RESERVATIONS ARE ACCEPTED ON A FIRST COME - FIRST SERVE BASIS.

A. A reservation is not considered complete until this signed agreement, with security deposit and fee, are submitted to the Recreation Director. Security deposit must be paid in full to hold rental, and fee must be paid in full 2 weeks prior to rental or it will be cancelled. Security deposit and fee will be refunded in full if cancellation is made at least seventy-two (72) hours prior to date requested.

B. Security deposit will be refunded after 10 business days if areas are left in reasonable condition and keys to building(s) have been returned. Failure to secure building(s) after rental will result in a portion of the security deposit being withheld. Failure to properly clean facility will result in loss of partial or full security deposit. Damages in costs above the security deposit will be the responsibility of the renter and be paid in full within 2 weeks after the rental. Any violation of the signed agreement is subject to loss of full deposit.

C. Charitable, non-profit or church organizations shall pay \$200 security deposit but are exempt from fees, except for a \$75 service fee which shall be withheld from security deposit for Fireman's Park Pavilion. Proof must be provided to show non-profit or charitable status.

D. User(s) shall be responsible for damages to any property in rented area and/or for any injuries which might be sustained by any members of the party during the gathering or as a result thereof.

E. The City reserves the right to decline future rentals of any or all city facilities to any party causing damage to city property.

F. The City is not responsible for any damage to personal items in the walk-in freezer and other enclosed areas.

G. For Pavilion Multi-Day rental, rental will begin at 12pm the day before rental and end at 2pm the following day of all-day rental (i.e. Friday 12pm to Sunday 2pm).

3. RULES AND CONDITIONS.

A. All park hours are posted and must be followed. Municipal Code Section 70-64: City Parks shall be closed from 10pm to 6am. No person shall loiter in any city park during hours that the park is closed. Exemptions to open hours regulation: regularly scheduled baseball, softball or football games sponsored by the City or the Columbus School District, Aquatic Center events, ice skating at the city park, and any other special event approved by City Council for park area.

B. Music and other noise must end at **12:00am. NO EXCEPTIONS.**

C. Users shall leave areas in clean condition, as determined by the Park Caretaker. All floors swept and mopped, bathrooms cleaned, and other used areas **MUST** be returned to clean conditions or renter will forfeit deposit. Any tables, chairs or other furnishings that are moved must be returned to racks. Racks must be moved back to original location on the premises. Users shall complete all these tasks and remove all personal property, any rental equipment and trash prior to closing time of **1:00 a.m.** (unless multi-day rental). **NO EXCEPTIONS.**

D. All recyclable materials must be removed from premise and be recycled properly (no items left on grounds). All trash must be removed and disposed of in the receptacle located outside the buildings.

E. Per state fire code: At no time during the rental of any facility shall any exits be blocked or obstructed; also, all exits must be kept unlocked during use.

F. Keys to buildings are available from the Recreation Director's office, 161 N. Dickason Blvd., Phone 920-623-5936, Monday thru Friday, 8:00 a.m. to 4:00 p.m. Keys can be obtained 24 hours in advance and/or last business day prior to rental. **Failure to obtain keys during business hours will result in loss of rental. Keys can only be obtained from Recreation Office the last business day before rental and/or 24 hours in advance, unless other arrangements are made in advance. Failure to return keys 24 hours after rental or next business day will result in loss of security deposit.**

G. No helium balloons allowed inside buildings. No glass bottles allowed in buildings and on park grounds (Municipal Code Section 70-65).

H. No smoking is allowed in buildings and on balcony of Pavilion. Cigarettes must be properly put out and disposed of. Use of candles and open flame is prohibited in the building.

I. No items that will damage the walls can be used for displays. The use of nails, tacks, etc. is prohibited.

4. USE OF GROUNDS.

A. Permission to use ball fields must be obtained from Recreation Director.

B. Permission will be declined if there is a conflict with any city-sponsored recreation events.

C. Scheduled or rain date city-sponsored recreation events have priority over all other uses. This includes Kiwanis & Lions Club events.

D. Organized groups using grounds, but not reserving buildings, must register with Recreation Director. This includes: circuses, scouting groups, campers, company picnics, school groups, etc.

5. LICENSE AND PERMIT REQUIREMENTS.

A. Beverage licenses are not required for private parties, receptions or other private occasions. The party using the building for a private affair is responsible for providing their own bartenders and for preventing furnishing of any alcoholic beverages to underage persons. **The sale of any alcohol is strictly prohibited.**

B. A Class B@ beverage licenses, if appropriate, are required for rentals contracted by non-profit organizations or bona-fide clubs for purposes of fund-raising, etc.

C. Dance permits are required for all public dances when a AClass B@ beverage license is issued and must be obtained from the City Clerks office.

E. Users shall be responsible for maintaining order for all public dances when a AClass B@ beverage license is issued.

6. RELEASE OF LIABILITY.

In consideration of the permission granted to _____(user name) to use the requested city property, the undersigned discharges and releases the City of Columbus, Wisconsin, from all claims, demands or liability whatsoever which we may now have or hereafter have, as a result of use of the premises on _____(rental date).

I have read the agreement and understand English _____ (initials).

Signature of User/Agent _____
Date

For Office Use Only	
Deposit Amount: _____ Date: _____ Initials: _____	Rental Amount: _____ Date: _____ Initials: _____
Deposit Refunded Amount: _____ Date: _____ Initials: _____ *Note attached if not fully refunded	

**Return completed agreement and
payment to Columbus Recreation at
161 N. Dickason Blvd.**