

MELISSA PARK RENTAL APPLICATION

POLICY

It is the policy of the City of Lake Helen to charge a rental fee (includes insurance fee) and a security deposit fee for the use of city facilities. The Lake Helen City Commission may approve specific individuals, clubs, groups, or organizations to use a city facility at a modified fee. However, a security deposit shall always be required.

REQUEST

Melissa Park Rental Date: _____ Rental Time: _____

Name of Org./Group/Individual: _____

Address of Org./Group/Individual : _____

Contact Phone: _____ Email: _____

Description of Function: _____

Estimated Attendance for Function: _____

A completed Facility Request Application, Security Deposit and Rental Fee shall be submitted to City Hall, within three working days of request, in order to reserve a city facility. In the event of scheduling conflicts, the City reserves the right to cancel or change facility rental arrangements or venues.

Melissa Park:	<input type="checkbox"/> Half Day Rental (4 hours)	fee: _____
	<input type="checkbox"/> Full Day Rental (8 hours)	fee: _____
Rental equipment:	<input type="checkbox"/> Tables	Amt: _____ fee: _____
	<input type="checkbox"/> Folding Chairs	Amt: _____ fee: _____
<u>TOTAL FEE:</u>		_____

Security Deposit: Date Paid: _____

Rental Fee: Date Paid: _____

I have read the policy and procedures regarding use of the above facility for my own purposes and/or on behalf of the above referenced organization or group. I and/or my organization or group will be responsible for leaving the facility clean and orderly. If requesting on behalf of an organization or group, I hereby represent that I have full authority to do so. I will ensure that participants conduct themselves in an orderly manner and agree that the consumption of alcohol beverages will not take place while on public property. I hereby agree to the terms of compensation for damages (if applicable) as stated on Form # 190, attached to this application. I hereby assert that no claim or demand will be made against the City due to any act, omission, accident or injury that may occur during use of Hopkins Hall and agree on my own behalf and/or on behalf of my organization or group to indemnify and hold the City harmless from any claim, demand or damages and any fees costs and charges of any nature whatsoever including, but not limited to, legal and attorney fees at every level because of such accident or injury during use of said facility. Either I and/or my above-reference organization have adequate resources to fund the above-stated indemnification.

Signature of person responsible

Date

MELISSA PARK USE CHECKLIST

A pre-use inspection of the Facility will be made with the renter and the City Facility Coordinator at the time the key is picked up. A Facility Use Checklist will be used for this purpose and signed by the renter and the city agent. Any discrepancies between pre-use conditions will be noted on this checklist and the cost of correcting those discrepancies will be deducted from the damage deposit.

DATE OF RENTAL USE: _____

ORG./GROUP/INDIVIDUAL: _____

Checklist Item:	Pre-Use Condition	After-Use Condition
Floor	_____	_____
Tables	_____	_____
Chairs	_____	_____
Stove/Oven	_____	_____
Refrigerator	_____	_____
Sinks	_____	_____
Rest Room/Ladies	_____	_____
Rest Room/Men	_____	_____
Overall	_____	_____
Comments	_____	

Pre-Use Check: _____ Key # Sign Out: _____
 _____ Date
 City Facilities Coordinator Signature

After-Use Check: _____ Key # Return: _____
 _____ Date
 City Facilities Coordinator Signature

IMPORTANT:

1. Posters, decoration, etc. shall not be taped, tacked or affixed to walls, ceilings, doors or woodwork.
2. Heavy objects must not be moved across the floors without adequate protection to the floor.
3. There shall be no activities of a nature that would be damaging to the floor beyond normal wear.
4. No alcoholic beverages allowed.
5. Facility and grounds are to be left clean (cleaning supplies are available) :
 - a. All floors must be swept and cleaned with a damp mop.
 - b. If kitchen facility is used, the sink & appliances must be left clean; trash removed.
 - c. Bathrooms must be left clean; trash removed.
 - d. Chairs and tables must be wiped clean if necessary.
 - e. Tables must be stacked top to top / bottom to bottom to prevent damage to the tables.
 - f. Please stack chairs as carefully and neatly as possible.
 - g. Check thermostat setting if necessary.
 - h. Check grounds around facility and remove any trash.
6. Melissa Park keys must be returned the morning of the next business day after facility use. The keys may be dropped in the City drop box located on Park Street on the south side of City Hall or returned to City Hall during business hours.

Security Deposit Return: Yes _____ No _____ Date: _____

If No; Reason: _____