

Application for use of Recreation Facilities

General Rules & Agreement

1. Application for use of facility must be made in person to the Recreation Office 2 weeks prior to the rental.
2. Applicants must be 21 years of age and a responsible citizen. Person signing contract must be in attendance during activity.
3. Applicant shall be responsible for cleaning and policing area used and returning it to the same condition that it was when the rental began.
4. Applicant shall be responsible for any theft of property or damage to the facility and shall reimburse the Recreation Department for the amount, as the case may be, for such theft or damage. Bond will not be returned if theft or damage occurs.
5. The Recreation Department reserves the right to require that the applicant(s) furnish evidence of damage deposit or certificate of insurance which would hold the City of Wood River harmless for any damage to or loss of property or injury to persons while on park premises regardless of whether they are participants or spectators.
6. The use of facilities will be strictly confined to the areas designated or included in the contract. The applicant and their organization will be held responsible for compliance with these rules and regulations by all persons participating in or pertaining to the activity. Failure to comply with these rules and regulations will be sufficient reason to cancel the rental and future rentals.
7. The Recreation Department reserves the right to make changes in dates scheduled when necessary. The applicant will be advised well in advance of any changes.
8. The Recreation Department reserves the right to refuse the use of the facility to any individual or organization not meeting the requirements.
9. No intoxicants will be permitted upon the premises including the parking lot. (Ordinance 75-14, Section 23). Applicants are responsible for control of this situation.
10. The following fees are to be charged:

	<u>Facility</u>	<u>Time</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>Damage Bond</u>
a.	Round House	1-4 hrs	\$100.00	\$175.00	\$150.00
b.	Round House	4-8 hrs	\$150.00	\$200.00	\$150.00

11. Damage bond must be paid at the time the reservation is made. Reservation fees must be paid ten working days prior to the reservation date.
12. If a key is required it must be picked up prior to event. Pick up hours are Monday through Friday 8:00-12:00 and 1:00-5:00. The key must be returned in the mail drop box on the outside of the building following the event. Failure to return the key will result in a penalty deduction from the damage deposit.
Pick Up Date: _____ **Due Date:** _____ **Key Issued:** _____
13. Checks should be made payable to: City of Wood River
14. Please return completed form and payment to the Park & Recreation Department, 633 Wood River Ave, Wood River, IL 62095.
15. No Refunds.

The undersigned (person/organization) does hereby enter into agreement with the Wood River Recreation Department for the use of _____ for the purpose of a _____ to be held _____, 20____ between the hours of _____ and _____.

Organization: _____

Name: _____

Address: _____

Phone: _____

Signature: _____

Date: _____

Please complete application and sign.

For Office Use Only:

Facility: _____

Total Fee: _____ Due On: _____

Payment: _____ By: _____ On: _____

Remaining Balance: _____ Due On: _____

Final Payment Received: _____ By: _____ On: _____

Damage Bond: _____ By: _____ On: _____