



## CITY OF CHESTER PARKS & RECREATION APPLICATION FOR USE OF: Parks/ Facilities

Today's Date: \_\_\_\_\_

Dates Requested: \_\_\_\_\_

Time Requested \_\_\_\_\_ To \_\_\_\_\_ Total # of Hours Requested \_\_\_\_\_

(Include set-up, breakdown, and clean-up time in time requested)

**\*Setup no more than (1) hour prior to event and (1) hour after to clean up\***

**\*\*Renter will be charged for additional time\*\***

Applicant/Organization \_\_\_\_\_

Name of Person Responsible for Facility: \_\_\_\_\_

Phone: (Cell) \_\_\_\_\_ (Home) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Requested Park/Facility: \_\_\_\_\_

If event is an outdoor event, special event application MUST be submitted to the Chester Police Department.

Number of People Expected to Attend \_\_\_\_\_ Type of Activity \_\_\_\_\_

Admission Funds Collected?  YES  NO

Concession Sold?  YES  NO

Alcohol Served?  YES  NO If yes, you are required to get an event insurance policy All APPLICATIONS MAY BE REVIEWED BY THE CHESTER POLICE DEPARTMENT.

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### EMPLOYEES:

**\*Free Rental for Council and Employees / Twice a year for either P&R Building and/or Market Building. Use of the Kitchen is \$150.00 as with regular rental. Additional days of rental will result in full price for rentals. Employees' rental use of the building is for personal use only. Employees are required to be present for the rental event and will be held responsible for the building.**

## HOURS OF AVAILABILITY

**PARKS: Sunday through Saturday from Dawn to Dusk**

**FACILITIES: 8:00am to 12:00 midnight**

All events must be completely cleaned up and clear from the park by the closing time. The City Administrator may extend these times on case-by-case basis.

### **APPLICATION PROCEDURES:**

- ✦ The Park Facilities may be scheduled for an individual event or regular meetings.
- ✦ The Park Facilities can be scheduled for up to three (3) months in advance.
- ✦ Priority scheduling is given to Chester residents in reserving park facilities.
- ✦ Telephone inquires are welcome but an application and deposit are required to guarantee facility rental.
- ✦ The person completing the application must be at least 21 years of age and must be present during the event.
- ✦ The person signing the rental agreement will be considered the responsible party in case of damage, theft, or disturbance during the event.

### **Payment Procedures:**

1. A Damage/Cleaning Deposit must be paid at the time of submitting an application for a reservation to secure the facility for the requested date. Deposit will also apply to all building facilities, furnishings, and equipment. To ensure the return of the Deposit, please make sure you have a member of the Parks and Recreation staff check out the facility prior to event. If there is no damage or excessive cleaning required, the Deposit will be returned to you within seven (7) to twelve (12) business days.
2. The Rental Fee **MUST** be paid in full ten (10) business days prior to the event. Failure to do so will constitute a cancellation.
3. Payments may be made with cash, personal check or money order.
4. The office of the City Administrator may grant payment extension or rental agreement on a case-by-case basis. All authorizations must be in writing and signed by the City Administrator.

### **INSURANCE REQUIREMENTS**

- ✦ Rental Groups may be required to provide a copy of their Liability Insurance to the City of Chester within 30 days of the activity, and upon written request of the City, a duplicate of the policy as evidence of insurance protection provided.
- ✦ The required insurance policy is to be endorsed to (1) name the City, its officers, employees, agents and volunteers as additional insured and (2) shall not be suspended, voided, canceled, or reduced in coverages or limits except after 30 days prior written notice to the city.

## **PARKS POLICIES & RULES**

### **RENTAL POLICIES**

1. Rental hours are consecutive and must include time for delivery and supplies, set-up, and take down, and clean up.
2. Set-up begins at the specified time on the Facility Reservation Permit given at the time of making the reservation. Early delivery of supplies and set-ups are not permitted.
3. All items brought into the facility by the lessee are to be removed by the end of the rental period. The rental group is to remove food, materials, equipment, and furnishings, decorations and garbage left after use of the facilities.
4. All garbage should be placed in the trash can in closed trash bags.
5. City owned equipment made available and used by the rental group must be left clean (i.e. garbage/litter in garbage cans)
6. Cleaning supplies including brooms and trash bags are available. Please request the needed items at the time of reservation.
7. Please remember that you have the shelter available to you for **ONLY THE TIME REQUESTED**. There may be other parties using the shelter immediately after you. Therefore, please make sure that you have allotted time set-up and tear down for your function.

### **GENERAL RULES**

1. Decorations may be attached to walls, windows or ceilings with masking tape or other non-marring material. Do not use tacks, duct tape, staples glue or any other marring method.
2. Use of illegal drugs, smoking, and/or gambling is not permitted in/or on any of the Park and Recreation Facilities, Community Room or City Hall Building Offices.
3. Only those facilities specified on the Facility Reservation Permit will be available for use by the rental group.
4. Rental facilities are available 8:00 am to 12:00 midnight. Parks are available until Midnight or dusk, Sunday-Saturday. Event must conclude at a reasonable time to accommodate clean up.
5. All minors on the premises must have adequate adult supervision.
6. The City of Chester Parks & Recreation Department does not assume responsibility for personal property left unattended in City facilities.
7. The City of Chester cannot be responsible for accident, injury, or loss of property due to event activities.
8. The misuse of any City facility or the failure to comply with these regulations will be sufficient reason for denial of future reservations.
9. Event participants must park in the designated parking areas only. Parking spaces in the City Park are open to the public and cannot be reserved unless approved by the Parks and Recreation Director.
10. The City of Chester Parks & Recreation scheduled event will take precedence over non-city events.
11. Flammable materials are not permitted to be utilized without the written consent of the office of the Parks and Recreation Director, City Administrator and Fire Marshall.

### **USE OF ALCOHOL AT YOUR EVENT**

**ANY EVENT THAT WILL INCLUDE ALCOHOL MUST HAVE AN EVENT INSURANCE POLICY.**

**Signature of Responsible Party** \_\_\_\_\_ **Date** \_\_\_\_\_

## City of Chester Parks Facilities Fee Schedule

**Parks Shelters are available Monday-Sunday \$15/3hrs**

City Hall Foyer Area \$100.00 for 3 hours Saturday/Sunday 10am-7pm \*100 max

<i><b>Facilities/ Availability</b></i>	Margaret Foote Parks and Recreation Building \$225.00 for 5hrs \$25.00 each additional hr. Monday-Friday 6pm-12am Saturday-Sunday 8am-12am City pool \$300.00/2hrs includes lifeguard fees 3 <sup>rd</sup> hr \$115.00 6pm-9pm.	Joe Collins Fair Grounds \$400.00/standard fee w/lights \$300.00 standard fee w/out lights *Special event form required* For Ball Fields/Tennis Courts contact Recreations Parks and Recreation Director.
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### ADDITIONAL FEES CHARGES

- Damage Deposit \$75.00 P&R Building.
- Damage Deposit Foyer City Hall \$100.00 and police must be present. City Hall Foyer area will be used for Weddings, Formal Receptions, commencements, and Civic Programs. The City of Chester reserves the right to make changes and adjustments as needed to all times and fees as laws or circumstances change and the City reserves the right to deny any application.

**Fee Amount \$** \_\_\_\_\_

**Deposit Fee \$** \_\_\_\_\_

### AGREEMENTS:

The group or individual sponsoring the event and using the facility hereby agrees to hold the City of Chester and its officers, agents, servants, and employees harmless from any and all liability and all claims for damages of any nature or kind, including all cost and legal expenses that may result from or by reason of any act or omission on the part of said group or individual, or its agents while on City of Chester property, or that may result from or be claimed by reason of, the operations of said group or individual, except for the sole negligence of the City of Chester. The group or individual, as the case may be, agrees to fully reimburse the City of Chester for any damage arising from the use of said facility, plus costs and/or attorney's fees, if any are incurred in collection of same. It is your responsibility to inform all members of your group of the Park and Facility Rules and Regulations. Failure to abide by Park and Facility Rules and Regulations could result in immediate loss of privileges of forfeiture privileges for future use.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of City Administrator

\_\_\_\_\_  
Signature of Recreation Director

\_\_\_\_\_  
Signature of Police

**PARKS & RECREATION DEPARTMENT USE ONLY**

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FEE: \$ \_\_\_\_\_ DEPOSIT: \$ \_\_\_\_\_

APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_ RECEIPT # \_\_\_\_\_ DATE RECEIVED BY: \_\_\_\_\_