



## Park Rental Guidelines

Thank you for choosing The City of Edgewater for your special event. We appreciate your help in keeping our parks clean. Parks will not be reserved until party pays for the rental and a Park Permit is issued by the Edgewater Parks and Recreation Department. Park hours are from 6:00am to 9:00pm. Bathroom facilities in Parks will only be available the first weekend in April through the first weekend in October.

### Responsibilities Associated with Park Rentals:

Failure to abide by any of the following responsibilities will result in forfeit of deposit and possible future denial of park rental.

1. **Park pavilion and bathrooms must be left in a clean and orderly condition.** All decorations, unwanted food and litter must be put in the trash receptacles. Any excess trash must be bagged and left inside the bathrooms. The park is inspected the next day and failure to clean sufficiently will result in loss of damage deposit and possible future denial of rental.
2. **If bathroom at Citizen's Park facility is needed applicant is responsible for picking up the key to the bathrooms prior to their reservation.** Applicants can pick up the key at City Hall between the hours of 8:00am and 5:00pm Friday before the rental. *Failure to pick up the key before the weekend will result in locked bathrooms.*
3. **Applicant is responsible for returning the bathroom key after their event.** There is a drop box in the parking lot of City Hall for afterhours drop off. You may also drop it off at the front desk during operating hours. You will not get your deposit back until the bathroom key has been returned and the park has been inspected. *Please attach your permit to the key when using the drop box.*
4. **Applicant is responsible for any damage to sod, irrigation system, trees, shrubs, or shelters.**
5. **Applicant will be responsible for the conduct and control of participants.** All pavilion use will be under the direct supervision of an adult. Noise complaints or misconduct will result in the forfeit of your damage deposit.
6. **Applicant must bring a copy of their Park Permit on the day of their reservation.** This permit must be made available to City personnel upon request. Failure to provide permit may result in forfeit of damage deposit and removal from park. A copy of the signed permit will be available for up with any keys needed the Friday before the rental from 8am-5pm.
7. **Reservation of pavilion does not include closed public access to the softball field, play area, open turf or horseshoe pits.** Applicant must reserve each amenity of the park for use at their event or the entire park. However reservation of the Pavilion does include use of the restrooms facility. The Parks and Recreation Department reserves the right to utilize amenities within the park even with a complete park rental if agreed upon by park renter.
8. **Use of the park does not give renter access with vehicle to the pavilion.** All vehicles must stay out of park area. Deposit will be forfeited if vehicles are driven into the park.

9. **Permission to use the park does not constitute and endorsement by the City of Edgewater of any organization or group, or of the beliefs of the organization or group.**
10. **Activities must not endanger persons or property, or create a dangerous condition on park property or adjacent areas.**
11. **Applicant using restroom facilities MUST lock bathrooms before leaving the park.**
12. **Jumping Castles, tents, nets or any stakes in the ground must be approved prior to the rental with the Parks and Recreation Department.** Approval of such items will not be granted unless on-site meeting with Parks and recreation Staff member has taken place. Meetings must be scheduled at least one week prior to the event to ensure sufficient time for staff to approve event layout. To schedule a meeting please call #720-763-3010

**All following activities are PROHIBITED in the park:**

- Driving off designated roadways. This includes driving beyond curb lines and designated parking areas or onto sidewalks or grassy areas.
- Consumption of alcohol without Parks and Recreation Department Park Permit.
- Glass beverage containers
- Pets off leashes.
- Failure to pick up pet waste.
- Unreasonable amplified music.
- Open fires
- Alterations or physical damage of the park.
- Resale of food, beverages, or other products.
- Littering
- Jumping Castles, tents, nets, or any stakes in the ground without Parks and Recreation Department approval.

Failure to follow the park rules will result in fines, loss of park use, and/or rental privileges. No illegal activity will be tolerated at the City of Edgewater parks.



**Fees and Cancellation Policy:**

<b><u>Amenity</u></b>	<b><u>Reservation Fee:</u></b>		<b><u>Damage Deposit</u></b>	<b><u>Inclusion</u></b>
	<b><u>Non-resident</u></b>	<b><u>Resident</u></b>		
Citizen’s Park Pavilion <i>(less or equal to 150 people)</i>	\$120/Day	\$100/Day	\$100	Bathroom Access
Softball Field – NO LIGHTS	\$35/hour	\$25/hour	\$50	Initial Field Drag
Softball Field- LIGHTS	\$70/hour	\$60/hour	\$50	Initial Field Drag
SB Field w/ Chalk and Bases	+\$15/day	+\$12/day	\$50	Chalk SB field and Base rental
Horse Shoe Pits	\$20/day	\$12/day	\$50	Use of East Horse Shoe Pits
Citizen’s Park Rental <i>(whole park) (more than 150 people)</i>	\$600/day	\$550/day	\$200	Softball Field Horse Shoe Pits Bathroom Access Pavilion Reservation
Bathroom Rental	\$90/day	\$80/day	\$100	Bathroom Access
Memorial Park Rental <i>(less than 100 people)</i>	\$100/day	\$80/day	\$100	Use of entire park

**Damage Deposit:**

In addition to the fee, a damage deposit is require for all reservations. Fee and damage deposit must be made upon rental. A permit will be issued to the applicant after all fees have been paid. Your reservation is not valid until the entire payment is made. You will ONLY get your deposit back after the park has been inspected and the key has been returned. The damage deposit will be issued in the form of a check and may take up to three weeks for processing. Note: Please make sure your address is correct. The address on your paperwork is where your deposit will be sent.

**Cancellation Policy:**

No refunds will be made for cancellations received less than one week prior to a scheduled event. Cancellations received one or more weeks prior to an event will forfeit a service charge of \$20.00.

The City of Edgewater will not be held liable for any injuries to participants, or damage to equipment. The applicant assumes all responsibility for use.

By signing this, I agree to the terms and conditions of use, and I have read and understand all the conditions outlined above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

\_\_\_\_\_ ***Renter Initials***



# Park Permit Form

Name of Organization: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City, State, Zip Code

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Reservation Date: Month: \_\_\_\_\_ Event Size: \_\_\_\_\_ (#of people)

Day: \_\_\_\_\_

Year: \_\_\_\_\_

Please check the facilities you are interested in reserving. For a list of inclusions and prices for each amenity please look to the table on the previous page.

Please check the facilities you are interested in reserving. For a list of inclusions and prices for each amenity please look to table in previous page:

<input type="checkbox"/>	Citizen's Park Pavilion (Includes Bathroom)	\$ _____
<input type="checkbox"/>	Softball Field- No Lights	\$ _____
<input type="checkbox"/>	Softball Field- Lights	\$ _____
<input type="checkbox"/>	Softball Field Chalk & Bases	\$ _____
<input type="checkbox"/>	Horse Shoe Pits	\$ _____
<input type="checkbox"/>	Park Rental- Special Event	\$ _____
<input type="checkbox"/>	Bathroom Rental (Included with Pavilion or Park Rental)	\$ _____
<input type="checkbox"/>	Memorial Park Rental	\$ _____
<input type="checkbox"/>	Damage Deposit- \$100	\$ _____
<input type="checkbox"/>	Damage Deposit- \$50	\$ _____
	<b>Total</b>	\$ _____

The responsible person shall supervise all activities and shall be held accountable for clean-up of the facility. All rules and regulations must be adhered to.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**AUTHORIZATION:**

\_\_\_\_\_: Parks and Recreation Department

\_\_\_\_\_: Key # Issued Staff Initials: \_\_\_\_\_

*\*\*Please return this form with your key for damage deposit return.*

\_\_\_\_\_**Renter Initials**