

Facility Type	
<input type="checkbox"/>	Ball Diamond
<input type="checkbox"/>	Building Rental
<input type="checkbox"/>	Gymnasium
<input type="checkbox"/>	Open Turf
<input type="checkbox"/>	Pool
<input type="checkbox"/>	Soccer Field
<input type="checkbox"/>	Other _____

Facility Name \_\_\_\_\_

Day & Date of Activity \_\_\_\_\_

Starting Time \_\_\_\_\_ Ending Time \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Purpose of rental \_\_\_\_\_

Organization Requesting Facility \_\_\_\_\_

Person Physically in Charge of Function \_\_\_\_\_ Phone (work) \_\_\_\_\_

Phone (home) \_\_\_\_\_

*Applicant, and the above organization and all members thereof, agree to abide by the policies and procedures stated on the reverse of this application.*

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

**Applicant must check items that apply to rental request. Any changes in information furnished on application must be made to the District at least 48 hours prior to event date.**

<input type="checkbox"/> Private Event	<input type="checkbox"/> Amplified Speech/Music	<input type="checkbox"/> Field Prep - Chalk & Drag
<input type="checkbox"/> Event Open to Public	<input type="checkbox"/> Caterer	<input type="checkbox"/> Bases
<input type="checkbox"/> Fundraising Event	<input type="checkbox"/> Tournament # of Teams _____	<input type="checkbox"/> Other _____
<input type="checkbox"/> Admission Charged to Public	<input type="checkbox"/> Tables* # _____	
<input type="checkbox"/> Serve/Sale Food or Soft Drinks	<input type="checkbox"/> Chairs* # _____	Non-District Equipment
<input type="checkbox"/> Exhibitors/Vendors	<input type="checkbox"/> Electrical Outlets**	<input type="checkbox"/> Inflatable Jumper
<input type="checkbox"/> Concessionaires	<input type="checkbox"/> Ball Diamond Lights	<input type="checkbox"/> Barbecue
<input type="checkbox"/> Field Prep - Drag Fields	<input type="checkbox"/> Field Prep - Chalk Fields	<input type="checkbox"/> _____
		<input type="checkbox"/> _____

*\* Limited number of tables and chairs provided by NOR. \*\* Not all facilities have accessible electrical outlets.*

## FOR DISTRICT USE ONLY

### FEE DETAILS

Rental Fee \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 Cleanup/Damage Deposit\* \$ \_\_\_\_\_  
**Total Fees** \$ \_\_\_\_\_  
 Amount Paid \$ \_\_\_\_\_  
 Balance Due \$ \_\_\_\_\_  
 Received By: \_\_\_\_\_

### CLASSIFICATION TYPE

Non-Profit - Youth/Senior  
 Private  
 Profit  
**REQUIRED**  
 Insurance  
 Security  
 Contact Health Dept. Re: Permit

### REFUND OF DEPOSIT

Process Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Amount \$ \_\_\_\_\_

### APPROVAL

\_\_\_\_\_  
 NOR Supervisor Approval  
 Date \_\_\_\_/\_\_\_\_/\_\_\_\_

*\*Damage/Cleanup Deposit refundable if facility is left in the same general condition as received.  
 If you encounter a maintenance problem during your reservation, you may contact 343-1147 or 343-1138. For park security, please contact 343-1089.*

## Facility Rules

The following are general guidelines regarding the use of District facilities. There may be additional rules specific to the facility being rented.

1. Smoking is prohibited at all District facilities.
2. Activities are to be confined exclusively to those areas authorized for use.
3. Facility use is to be strictly confined to hours authorized.
4. Use of equipment and supplies is to be restricted to those formally authorized for use.
5. Any advertising, sales or solicitations must be approved by the District.
6. The user is responsible and liable for all broken, damaged, missing or stolen District equipment and/or property.
7. Participants are to refrain from loud talking or boisterous conduct when leaving District facilities.
8. Consumption of alcoholic beverages of any kind is strictly prohibited on North of the River Recreation & Park District property.
9. No activity will be permitted which is in violation of local, state or federal statutes. Applicants must adhere to all city, police and fire codes during their use of facility.
10. Users will be responsible for leaving the facility, inside and out, in the same general condition as received. Failure to do so may result in the assessment of additional fees or forfeiture of deposit.
11. Any admission charges must be approved by facility supervisor.
12. Rentals are a maximum of six hours long unless special permission is obtained.
13. Glass bottles or glass containers are prohibited in all District facilities.
14. Driving on District turf areas is prohibited. Vehicles must be parked in designated areas only.
15. For authorized use of District facilities where food, drink, merchandise, or services are sold, the user must obtain necessary city, county and/or state permits for such sales.
16. The District is not responsible for lost or missing articles.
17. A District employee must be on duty at all times during the reserved use of District buildings.
18. Pony rides and petting zoos are not allowed at District rentals.

## Individual and Group Responsibility

1. Plans and decorations must be submitted and approved by NOR Recreation & Park District at the time of completion of the "Application for Use of Facility" form.
2. The applicant/organization shall plan to accomplish the following within the time specified on the use of facility form: a) Putting up and taking down all decorations; b) Setting up and taking down all furniture and returning the same to its proper storage area; and c) Any other preparation and cleanup associated with the activity being conducted.
3. Cellophane adhesives, nails, screws, staples, etc. in walls or on woodwork are prohibited. Masking tape may be used.
4. At no time shall exits be covered or obstructed by anything.
5. Use of kitchen does not include dishes, utensils, salt/pepper, etc. Use of ovens, microwave, one cart/shelf in the refrigerator, ice machine, sinks, and counter space is allowed.

## Application Instructions

1. Application must be in writing on the approved form and accompanied by rental fees.
2. Applicant signing the reservation form must be at least 21 years of age.
3. District facilities are available for reserved use Monday through Sunday from 8:00 a.m. to 10:30 p.m. subject to scheduling and approval by the facility supervisor.