

### Facility Type

- Ball Diamond
- Gymnasium
- Hall
- Kitchen
- Meeting Room
- Open Turf
- Picnic Shelter
- Pool
- Soccer Field
- 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 (home) \_\_\_\_\_  
Phone (work) \_\_\_\_\_

*Applicant certifies the he/she has read the policies and procedures stated on the reverse side of this application and the applicant and all members of the reservation party agree to abide by these policies and procedures.*

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

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

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

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

<p><b>Reservation Details</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Private Event</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Open to Public</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Fundraising Event</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Admission Charged to Public</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Serve/Sale Food or Drinks</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Exhibitors/Vendors</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Concessionaires/Caterers</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Amplified Speech/Music</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Tournament (# of Teams _____)</p>	<p><b>Reservation Requests</b></p> <p><input type="checkbox"/> Tables** (# _____)</p> <p><input type="checkbox"/> Chairs** (# _____)</p> <p><input type="checkbox"/> Ball Diamond Lights</p> <p><input type="checkbox"/> Field Prep <input type="checkbox"/> Chalk <input type="checkbox"/> Drag</p> <p><input type="checkbox"/> Bases</p> <p><input type="checkbox"/> Other _____</p>	<p><b>Request to Bring Non-District Equipment</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Inflatable Jump Houses</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Portable Barbecue</p> <p><input type="checkbox"/> Other _____</p> <p><b>**Please Note</b> <i>Limited Number of Tables/Chairs Provided by NOR. Electrical Outlets Are Not Provided at Picnic Shelters.</i></p>
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### FOR DISTRICT USE ONLY

<p><b>FEE DETAILS</b></p> <p>Rental Fee \$ _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>Cleanup/Damage Deposit* \$ _____</p> <p><b>Total Fees</b> \$ _____</p> <p>Amount Paid \$ _____</p> <p>Balance Due \$ _____</p> <p>Received By: _____</p>	<p><b>CLASSIFICATION TYPE</b></p> <p><input type="checkbox"/> Non-Profit/Youth/Senior</p> <p><input type="checkbox"/> Private</p> <p><input type="checkbox"/> Profit</p> <p><b>REQUIRED</b></p> <p><input type="checkbox"/> Insurance Due By: ____/____/____</p> <p><input type="checkbox"/> Security</p> <p><input type="checkbox"/> Contact Health Dept. Re: Permit</p> <p><input type="checkbox"/> Policies Distributed</p>	<p><b>REFUND OF DEPOSIT</b></p> <p>Process Date ____/____/____</p> <p>Amount \$ _____</p> <p><b>APPROVAL</b></p> <p>_____</p> <p>NOR Supervisor Approval</p> <p>Date ____/____/____</p>
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*\*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 343-1144. For park security, please contact 343-0702, 343-1405 or 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 reserved. This information will be provided at the time of completion of the "Application for Use of Facility" form.

1. Smoking, consumption of alcoholic beverages and the use of glass bottles or glass containers is prohibited at NOR facilities.
2. Vehicles must be parked in designated areas only. Driving on District turf areas is prohibited.
3. Users are responsible for leaving the facility in the same general condition as received. Failure to do so may result in the assessment of additional fees or forfeiture of deposit. Additionally, users are responsible for broken, damaged, missing or stolen NOR equipment or property.
4. Use of equipment and supplies is to be restricted to those formally authorized for use.
5. 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.
6. 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.
7. Advertising, sales or solicitations for a reservation event must be approved by NOR.
8. Admission charges must be approved by NOR.
9. An NOR employee must be on duty at all times during the reserved use of NOR buildings.
10. Pony rides, petting zoos, dunk tanks, and inflatable water features i.e. slides, are not allowed at District rentals.
11. The District is not responsible for lost or missing articles.

### INDIVIDUAL AND GROUP RESPONSIBILITY

1. Plans and decorations must be submitted and approved by North of the River Recreation and 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:  
Putting up and taking down all decorations (including tape).  
Setting up and taking down all furniture and returning the same to its proper storage area.  
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 decorations.
5. Use of kitchen does not include dishes, utensils, salt/pepper, etc. Ovens and microwaves may be used for warming only. Use of ice machines, where available, and sinks and counters is allowed. Cutting/slicing is not allowed on kitchen counters.

### 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.