



Park Pavilion Rental Application

Submit this application to the Rec Center front desk or email it to Keith at kkooperman@cityofsaline.org

Section 1 - Contact Information

Name _____ Group (if applicable) _____
Address _____ City _____ Zip _____
Phone _____ Email _____

Section 2 - Rental Details

Date Requested _____ Day of Week: Sun Mon Tues Wed Thurs Fri Sat
Time _____ to _____ (Includes set up and clean up time)
Number Attending _____ Type of Activity _____

	Monday-Friday	Weekend/Holiday
<input type="checkbox"/> Curtiss Park	\$60	\$90
<input type="checkbox"/> Mill Pond Park - Side A	\$50	\$80
<input type="checkbox"/> Mill Pond Park - Side B	\$50	\$80
<input type="checkbox"/> Mill Pond Park - Side A & B	\$80	\$120
<input type="checkbox"/> Tefft Park	\$50	\$80

Section 3 - Extras

- Mill Pond Park Electrical Box.** Electrical outlets are available at Mill Pond Park Pavilion only. If your event requires electrical needs, a special outlet box is available. A refundable \$10 cash deposit for the electric box key is payable a week before your event. Please stop by the front desk at the Rec Center to pick up the electrical key.
- Inflatables.** If you will be renting inflatables or similar items from an outside company, special arrangements must be made with the Parks and Recreation Department ahead of time.
- Special Requests** _____

Section 4 - Signature

I hereby made this application for the use of the above stated pavilion on the date and hours stated above. I also certify that the information on the application is true and that I have read and agree to abide by the rental policy pertaining to the use of City of Saline pavilions as adopted by the City of Saline. I also agree to the fee charged, and shall be responsible pertaining to the use of the facility in accordance with the rental policy.

I further agree to indemnify, defend and save harmless the City of Saline, its officers, agents and employees from and against all loss or expense (including costs and attorney fees) by reason of liability imposed by law upon the City of Saline, its officers, agents and employees for damages because of bodily injury, including death at any time resulting therefrom sustained by any person or persons, or on account of damage to property including loss of use thereof, arising out of or in consequence of the performance of this contract, whether such injuries to persons or damage to property is due or claimed to be due to the negligence of the contractor, the city of Saline, its officers, agents and employees, excepting only such injury or damage as shall have been by the sole negligence of the City of Saline, its officers, agents and employees.

Signature _____ Date _____

Saline Parks and Recreation Use Only

Date Received _____ Time Received _____ Received By _____
Rental Fee \$ _____ Receipt # _____ Liability Insurance Electric Box Key
Approved By _____ Date _____ Entered on Facility Calendar _____



Park Pavilion Rental Rules

1. Park pavilion rental applications must be made at least 30 days prior to the requested date.
2. Park hours are 6:00 a.m. – 11:00 p.m.
3. Only one request allowed per application.
4. The entire rental fee must accompany the application.
5. Applications for the current year will be accepted no earlier than the first business day of January of that year on a first-come, first-serve basis.
6. Applications are processed within seven days of receiving application. Renters are notified in writing of confirmation or denial. A copy of the contract and a receipt will be sent when the reservation is confirmed.
7. Additional charges for damages and/or improper clean up will be the renter's responsibility.
8. **Cancellation Policy:** Saline Parks & Recreation reserves the right to cancel a rental at any time due to facility or park issues. A full refund will be issued in this situation. Cancellation by renter must be submitted seven days prior to rental date for a full refund (minus \$10 administration fee). Less than seven days notice will result in forfeiting ½ of rental fee. Less than 24 hours notification results in loss of all rental fees. **Refunds will not be issued in the event of inclement weather.**
9. All set up and take down will be the responsibility of the renters.
10. Alcoholic beverages are not allowed in the parks.
11. Park users must obey all park rules and regulations, City codes and ordinances.
12. In case of emergency weather, the pavilion will be available to other park users to ensure safety of all individuals in the park.
13. There are no telephones at the park pavilions.
14. When reserving a pavilion, please specify the hours using the pavilion. The pavilion is reserved for that time only. Other rental groups may have reserved the pavilion earlier/later in the day.
15. Use of tents, canopies, inflatable bouncers, and all rental equipment, is permitted in parks ONLY with prior permission from the Facility Manager at Saline Parks and Recreation. Renters must file a Certificate of Liability naming the City of Saline as an additional and endorsed insured, for \$1,000,000 per occurrence of accident or injury. Insurance certificate must be submitted at least seven working days prior to the pavilion rental. If the insurance liability form is not received and accepted by the Facility Manager, Saline Parks and Recreation has the right to ask renters to remove the tent, canopy, inflatable bouncers, and all rental equipment immediately.
16. Mill Pond Park: Electrical outlets are available and can handle a few appliances such as coffee pots, crock pots, etc. If circuits are overloaded, the fuse will trip. If your event requires numerous electrical needs, an outlet box is available. Special arrangements must be made for that use. Please contact Keith Kooperman at 429-3502 ext. 2503 if you need special electrical arrangements.