



CITY PARK/ FACILITY RENTAL AGREEMENT

Applicant Name/Organization:

Address:

Telephone #: (e-mail)

Reservation Information:

Date: Time: to

Type of event (birthday party, family reunion, etc.):

Estimated Number of Guests:

Location:

<input type="checkbox"/> Hughes Park Commons Building - \$250	<input type="checkbox"/> Veteran's Park - \$150
<input type="checkbox"/> Hughes Park Pavilion A - \$100	<input type="checkbox"/> Hillside Park Pavilion - \$80
<input type="checkbox"/> Hughes Park Section B - \$40	<input type="checkbox"/> Sunrise Park Pavilion - \$80
<input type="checkbox"/> Hughes Park Section C - \$40	<input type="checkbox"/> Community Room - \$350

Fee, Payment, and Cancellation Policies

- A. A complete credit card form (using a current and active credit card) must be submitted at the time of payment. Park & Facility Guidelines and Regulation violations will result in the credit card on file being charged a \$100.⁰⁰ Security Deposit.
- B. City residents and businesses or organizations physically located within the city limits are eligible for a discount on rentals that they themselves are hosting.
- C. There will be NO refunds for any reason (including inclement weather).

Parks and Facility Rental Guidelines and Regulations:

- A. The city reserves the right to charge any renter a Security Deposit if they do not comply with the following Guidelines and Regulations.
- B. Applicants must be eighteen (18) years of age to reserve a facility, and responsible adult supervision must be provided at all times during the use of the facilities to ensure that the facilities and surrounding grounds are utilized in a safe and orderly manner.
- C. Approved applications are not transferable.
- D. 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.
- E. The parks will be available for rent, May 1 through October 15, from dawn till dusk.
- F. Park rental keys must be picked up at City Hall on the day of rental only, or on Friday, if the reservation is for the weekend. The key must be returned to City Hall the next business day or they will be charged a separate \$50.00 lost key fee.
- G. The City Hall Community Room is not available for rentals on Sundays or holidays.
- H. Alcoholic beverages are prohibited at all city parks/facilities, with the exception of catered events at Terra Square Event Space.
- I. Everyone in the park or facility, including the applicant and those attending the function, shall comply with all city rules, ordinances and all other laws. Anyone violating such rules and regulations shall be required to leave the facility immediately.
- J. No person shall throw away or discard litter, trash, cans, garbage, refuse, papers or waste material of any kind or nature in a city park or facility, except in containers provided for such purpose.
- K. Renter is responsible for general cleanup and relocation of chairs and tables to original position.

- L. No person shall drive or operate a motor vehicle outside of designated drives and parking areas.
- M. Shelters, canopies, tents larger than 10 x 10, inflatables, and dunk tanks are prohibited in all city parks and facilities, with the exception of during city sponsored events.
- N. No person shall build, use or maintain any fires or shall not burn wood or other substances, in any park except in city-provided fire rings, grills or portable grills specifically designed for cooking purposes.
- O. No person shall disturb the public peace and quiet by loud, boisterous or vulgar conduct or music, or assist in making any improper noise, disturbance, including the use of loud or vulgar language within the park.
- P. No person shall willfully destroy or damage in any manner the walls of any building or any other property within the park, or take or meddle with any property belonging to the city or remove the same from the building or place where it may be kept, placed, standing or stored without authority from the official custodian of such property.
- Q. No person shall bring or allow any animal or household pet under their supervision or control, within park property, unless such animal is secured to a leash not more than ten feet in length.
- R. Metal detecting is prohibited at all city parks.
- S. Hunting and target practice is prohibited in all city parks.
- T. Softball diamonds at the park are used by Hudsonville Community Education and Hudsonville Little League for organized ball programs. **The city does not schedule the ball diamonds;** however, if use of a ball diamond is desired, you may call Hudsonville Community Education (616-669-1740) to confirm whether or not the fields are already scheduled to be used on your requested date. If not, the diamonds are available on a "FIRST COME, FIRST SERVED" basis.
- U. All other courts, fields and courses are open to the public on a "FIRST COME, FIRST SERVED" basis.

I, the undersigned, acknowledge that I have read and understand the Facility Use Policy and Regulations and agree to the same and by signing this application, assume the entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of owner or others sustained in connection with the use of the facility.

Applicant's Signature _____ **Date** _____

If there are problems with the building, i.e. lock on the facility are not working, a bathroom toilet clogged, electrical problems, please call the Ottawa County Central Dispatch Non-Emergency Services number 1-800-249-0911. The applicant will be responsible if any unauthorized person is permitted entry to the building during the rental period.

<i>For Office Use Only:</i>			
Rental Amount Paid: \$ _____	Date Paid _____	<input type="checkbox"/> CC Form on File	_____ Initial
Key # / Door Code Issued: _____			
Date Key / Door Code Given: _____		Date Key Returned: _____	
General Conditions	Acceptable: <input type="checkbox"/>	Not Acceptable: <input type="checkbox"/>	
Reason: _____			

