

## City of Auburn, AL—Parks and Recreation Park Rental Application

The Application for a Park Rental must be submitted one (1) Week or more prior to the event; otherwise, the application will not be accepted. All Fees must be paid at the time the application is submitted; otherwise, the application will not be accepted. Parks that do not require a rental fee must still have a Park Rental Application on file with the Administrative Office.

### Parks Available for Rental/Use:

*All parks open at sunrise and close at sundown.*

#### **Bowden Park (No Rental Fee)**

#### **# Hickory Dickory Park**

*Please contact the Harris Center for inflatable rental approvals. Approval does not reserve the park.*

#### **# Kiesel Park:**

*Pavilion = \$100.00*

*Nunn Winston House = \$75.00/hr. OR \$500.00 for Full Day*

*Community Building (w/ Catering Kitchen) =*

*\$75.00/hr. OR \$500.00 for Full Day*

#### **# Martin Luther King Park:**

*Pavilion = \$50.00*

#### **Moores Mill Park (No Rental Fee)**

#### **# Sam Harris Park (No Power Available):**

*Pavilion = \$25.00*

#### **# Town Creek Park:**

*Park Pavilion = \$50.00*

*Pond Pavilion = \$50.00*

The Rental of the Nunn Winston House or Service Building requires an \$25.00 Opening/Closing Fee for all events. An additional charge of \$20.00 per hour per staff member is required for any function after sundown. An additional \$200.00 (refundable) deposit is required. Ten (10) tables and seventy-five (75) chairs are included in the building rentals. Tables and chairs are available for rental at the Kiesel pavilion. Up to twelve (12) tables are available and are \$5 per table; up to 100 chairs are available and are \$40.00 for the first fifty or \$80.00 for all chairs.

For any Park Rental reservation charging admission, a 10% fee is due to the Administrative Office at the Harris Center within five (5) business days of the rental.

*# Number sign = the Park/Pavilion has restrooms available. If the bathrooms are winterized, they will not be unlocked.*

### Classification of Users:

**Civic / Non-Profit:** Defined as any group or Non-Profit Organization determined so by federal regulations. A group may request civic/non-profit status, for reservation purposes, through the Director of Parks & Recreation. A copy of the IRS Determination Letter must be submitted with the Park Rental Application. Non-profit entities from inside the City of Auburn will be charged ½ of the reservation rate for a park plus the fees for extras, such as chairs and staffing. Non-profit entities that have addresses outside the City of Auburn will pay full fees. The City of Auburn Parks and Recreation Department reserves the right to waive fees for any group affiliated with the City of Auburn at the discretion of the department head. Fees will be determined for non-profit status from the address of the organization, not the person filling out the form.

**Private:** Defined as any individual or group not defined as Civic / Non-Profit or any group or organization that represents a business or for-profit institution.

### Alcohol Policy:

Alcoholic beverages are not permitted on City Property, except with Parks and Rec. Director Approval and provided the required city and state alcoholic beverage licenses are obtained. Please reference City Code Section 3-57(c)(3) for more information.

## **City of Auburn, AL—Parks and Recreation Park Rental Application: Reservation Rules and Procedures**

All persons/organizations wishing to use the park *must* fill out a Park Rental Application for Department Head approval. Park Applications must be submitted to the Administrative Office at the Harris Center at least one (1) week and up to one (1) year prior to the requested date, otherwise application will not be accepted.

All fees for rental of the park must be paid at the time this application is submitted. Payment can be made at the Harris Center, 8:00a.m. - 5:00p.m, Monday through Friday. Payment will be refunded if the application is not approved. The park is not reserved until payment has been made and the Director of Auburn Parks & Recreation approves the application.

The Parks & Recreation Administrative Secretary will notify the person making the request if the reservation and any other items requested has been granted or denied. This notification is made by telephone or e-mail. The renter will be required to pick up a copy of the Approved Park Rental Application once the Parks & Recreation Administrative Secretary notifies them or it can be e-mailed to the Renter.

Refunds are given only when the activity is canceled two (2) business days or more prior to the event. The Administrative Office must be notified in order to receive a refund.

No program/event may be scheduled that interferes with a regular, planned program or activity sponsored by the Auburn Parks and Recreation Department. For park reservations, only one group will be booked per day. Activities are expected to start and end on time.

The Auburn Parks and Recreation Department reserves the right to refuse the use of its parks to any group or individual which may be in direct conflict with the goals of the department or the City of Auburn.

Any group using the park must be organized with a responsible adult (19 years or older) leader. The activity may be canceled and the participants sent home if the person responsible for the request does not arrive within the first fifteen minutes of the reservation for the park. All fees are still applicable.

No City parks can be used for meetings by candidates for political office or for electoral rallies and/or meetings sponsored by a political party.

Parking is allowed only in designated parking areas.

All food, beverages, trash, etc. must be removed from the park and the site returned to its original state at the end of the activity. Decorations must be approved in advance by the Parks & Recreation Department. The decorations must also be removed at the end of the activity. Decorations can leave no trace on the property.

The renter will be held responsible for all damages to City property. If a park is not returned to its original state, any future use will require a refundable deposit at an amount to be determined by the Parks & Recreation Director or could result in forfeiture of use of any park by the renter.

The City of Auburn may require the renter at his/her own expense to provide police officers for security/safety purposes at functions. The renter will be required to schedule with the Auburn Police Division.

No open flames, candles, or bonfires (except for pre-installed grills or grills approved by the department) will be allowed.

The renter agrees that placement and use of any inflatables, tents, sound system or other outside entertainment equipment is subject to approval by Parks and Recreation at the time the reservation is approved and it is the renter's responsibility to provide an outside power source, such as a generator, to power the equipment. Parks and Recreation will not provide repair to interruptions to the Parks electrical service on the day of an event that is caused by violation of this policy. No water inflatables are allowed.

All outside vendors are required to have a valid City of Auburn Business license. Vendors may be required to have a minimum of \$1 million in liability insurance, naming the City of Auburn as an additional insured, and a copy of this insurance must be on file with the Administrative Office at least one (1) week prior to the event.

Alcoholic beverages are not permitted on City Property, except with Parks and Rec. Director Approval and provided the required city and state alcoholic beverage licenses are obtained. Please reference City Code Section 3-57(c)(3).

Any violation of these rules, regulations, policies and/or procedures pertaining to the use of the park will result in forfeiture and possible restriction from future use of any Parks and Recreation Department Facilities.



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The Park which you will be using belongs to the citizens of Auburn and is under the supervision of the City of Auburn Parks and Recreation Department. To preserve the rights of the public for use of a public recreation facility, rules and regulations are necessary and we ask you and your group to cooperate. You have previously read the Reservation Rules and Procedures on Page 1 and 2 of the Park Rental Application and will be held responsible for all items listed. Below are several key items you will be asked to initial:

*Please Note:* Your Park Rental Application entitles you to use the area(s) you have reserved. The Park remains open to the General Public at all times.

1. The Renter agrees that placement and use of any inflatables, tents, sound system or other outside entertainment equipment is subject to approval by Parks and Recreation at the time the reservation is approved and it is the renter's responsibility to provide an outside power source, such as a generator, to power the equipment. Parks and Recreation will not provide repair to interruptions to the Parks electrical service on the day of an event that is caused by violation of this policy. No water inflatables are allowed. \_\_\_\_\_ (Initial Here)
2. Alcoholic beverages are not permitted on City Property, except with City Council Approval and provided the required city and state alcoholic beverage licenses are obtained. Please reference City Code Section 3-57(c)(3). \_\_\_\_\_ (Initial Here)
3. Parking is allowed only in designated parking areas. \_\_\_\_\_ (Initial Here)
4. All food, beverages, trash, etc. must be removed from the park and the site returned to its original state at the end of the activity. Decorations must be approved in advance by the Parks & Recreation Department. The decorations must also be removed at the end of the activity. The renter will be held responsible for all damages to City property. If a park is not returned to its original state, any future use will require a refundable deposit at an amount to be determined by the Parks & Recreation Director or could result in forfeiture of use of any park by the renter. \_\_\_\_\_ (Initial Here)
5. No open flames, candles or bonfires (except for pre-installed grills or grills approved by the department) will be allowed. \_\_\_\_\_ (Initial Here)
6. No tents, inflatables or anything else can be staked into the ground without prior approval and permission from the Parks and Recreation department. \_\_\_\_\_ (Initial Here)

On behalf of \_\_\_\_\_, I \_\_\_\_\_ acknowledge that a copy of the City of Auburn Park Reservation Rules and Procedures has been made available to me and my organization.

By signing below, I agree to follow all City of Auburn rules and regulations and understand that failure to do so will result in loss of privileges and possible/potential monetary damages.

Printed Name: \_\_\_\_\_

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

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