

## 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.