

# CITY OF AUBURN SPECIAL EVENT APPLICATION/ PARK RENTAL AGREEMENT

Today's Date: \_\_\_\_\_ Date requested: \_\_\_\_\_

Applicant/Organization: \_\_\_\_\_

Responsible Person/Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Primary) \_\_\_\_\_ (Secondary) \_\_\_\_\_

Type of Activity/Description: \_\_\_\_\_

\_\_\_\_\_

Approx. Number of Attendees: \_\_\_\_\_

## AUBURN PARK RENTAL/SPECIAL EVENT RULES EFFECTIVE MARCH 20, 2017 (NO EXCEPTIONS)

NO PERSON OR ORGANIZATION SHALL BE ALLOWED USE OF ANY AUBURN PARK OR OTHER PROPERTY WITHOUT FIRST SUBMITTING A SPECIAL USE APPLICATION/PARK RENTAL AGREEMENT ISSUED BY THE CITY OF AUBURN (SUBJECT TO RENTAL FEES AND DEPOSITS) UNDER THE FOLLOWING GUIDELINES:

1. Rental Fees are due by cash or check at the time the reservation is booked. Dates will not be held for inquiries over the phone or by email. Rental Rates are as follow:

- Auburn/Williams Township Residents - \$125.00
- Out of District Residents/Non Profits - \$150.00
- For Profit Corporations and Companies - \$250.00

2. Rental fees will be forfeited if a date is cancelled. If the date is rebooked, rental fees will be applied to the newly scheduled date.

**3. A \$100.00 Security Deposit will be required at the time that the key is picked up. The Security Deposit will be destroyed or refunded to the Responsible Person named above after City Administrator approval, provided the park building and grounds are left clean and undamaged.**

4. Keys may be picked up on the day before your rental during the week or as early as Thursday morning for rentals on weekends; however, possession of the keys does not grant you early access. Keys are to be used only for the date you have reserved.

5. Any property damage, missing furniture, broken windows, etc., as well as the actions of the attendees, are the responsibility of the Responsible Person named above. If damages exceed the amount of the security deposit, the remaining amount will be billed to the Responsible Person named above.

6. The City of Auburn will not be responsible for the loss of any articles or damage to personal property, etc., of the renter or their guests.

7. The building is to be left in a clean condition. If clean-up costs exceed the amount of the security deposit, the remaining amount will be billed to the Responsible Person named above.

**CLEAN-UP & USE GUIDELINES:**

- a. The use of power strips is prohibited.
- b. Use trash liners in all cans. Take all trash to the dumpster at the end of your event.
- c. Clean the kitchen area (including the refrigerator and microwave).
- d. Mop the floor.
- e. Wipe off tables/chairs.
- f. Check the bathrooms and remove trash if needed.
- g. If used, turn the thermostat back to last setting.

The Responsible Person named above will be responsible for the repair of any damages resulting from the use of Auburn equipment or facilities.

8. The park is open from dawn to dusk; however the park must be vacated by 10:00 P.M. or within 1 hour after dusk, whichever is later.

9. To report an emergency call 911. For any other issues that need immediate attention during non-business hours, please call the Bay County Sheriff's Office non-emergency number at (989) 892-9551. Issues not needing immediate attention may be reported to City Hall on the next business day.

10. The use of Auburn property and facilities must comply with all other applicable laws, ordinances, and rules, including those that might apply to amplifying equipment, alcohol, fireworks, and the selling of food or merchandise.

11. Depending on the nature of the event, general liability and other insurance may be required. Insurance(s), if required, must be submitted to City Hall prior to the event/use. The City of Auburn will be named as an additional insured on any required policy of insurance. The limits of such insurance shall be determined by the City Administrator.

**AGREEMENTS**

The group or individual sponsoring the event and using the facility/holding the special event hereby agrees to hold the City of Auburn and its elected and appointed officials, employees, agents, and volunteers harmless from any and all liability and all claims for damages of any nature or kind, including all costs and legal expenses, that may result from their use of or by reason of any act or omission on the part of said group or individual or their attendees, guests, employees, volunteers, or agents, while on the City of Auburn property or conducting the special event.

It is your responsibility to inform all members of your group of the applicable rules and regulations. Failure to abide by same could result in loss of immediate and/or future privileges.

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

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

**Office Use Only**

Payment Received: \$ \_\_\_\_\_

Check #: \_\_\_\_\_

Deposit Amount: \$ \_\_\_\_\_

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

Deposit Refund: \$ \_\_\_\_\_

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

Key #: \_\_\_\_\_ Key Issued Date: \_\_\_\_\_

Key Returned Date: \_\_\_\_\_

Saved to Calendar by: \_\_\_\_\_