



CITY OF COLUMBIA
PARKS AND RECREATION DEPARTMENT
FACILITY RESERVATION AGREEMENT
2016

FACILITY: (Check those that apply)

WOODLAND PARK SHELTERS Rotary Fallen Heroes Kiwanis: #1 #2
AMPHITHEATRE
FAIRVIEW CENTER FAIRVIEW SHELTERS: #1 #2 #3
MACEDONIA CENTER ARMORY GYM
RIVERWALK KIWANIS FARMER'S MARKET
OTHER

DAY DATE TIME # HOURS REQUESTED

TYPE OF ACTIVITY: # OF PARTICIPANTS EXPECTED:

PERMIT HOLDER:

ADDRESS: (Address) (City) (State) (Zip)

PHONE NUMBERS:

COMMENTS:

CHECK NAME AND ADDRESS (IF DIFFERENT FROM PERMIT HOLDER)

ALL RESERVATIONS ARE SUBJECT TO THE PARKS AND RECREATION DIRECTOR'S REVIEW AND APPROVAL

Today's Date Amount due \$ (Fee) (Deposit)

CASH: CHECK # \$ RECEIPT NUMBER

CANCELED DATE: REASON: DEPT. REP:

I agree to the day, date, and time as stated above. I understand that I can only enter into the facility and will be departing the facility at times stated in the reservation agreement. I understand any changes made to my rental will need to be done 7 business days prior to my reservation date in person at the Rainey House office. I, also, understand my deposit will be sent from Columbia City Hall within seven (7) to ten (10) business days following my reservation date or cancelation date.

Signature of Permit Holder

Date

PLEASE HAVE RESERVATION FORM PRESENT AT RESERVATION SITE
FACILITY POLICIES, RULES & REGULATIONS

Director's approval required for all request for more than two (2) consecutive days and/or the same day for more than two consecutive weeks.

Picnic Shelter Reservations

Reservations are optional for all groups wishing to use a picnic shelter. Shelters not reserved are available on a first-come, first-served basis. The Columbia Parks and Recreation Department cannot guarantee availability.

Indoor Facility Reservations

Reservations are required for all groups wishing to use an indoor facility. Tables and chairs are assigned to each center and cannot be moved to other centers. Should you require extra tables/chairs, you would need to provide your own.

Making a Reservation:

- ◆ **Payment and the application MUST be completed **two (2) weeks prior to the reservation.****
- ◆ The permit holder must be 18 years of age, and out of high school to reserve a facility.
- ◆ Reservations are taken on a calendar year basis. The first day reservations are taken is the first Monday in January of that calendar year.
- ◆ Standard reservations are approved up to 9:00 PM. Any approved reservations after 9:00 PM will be assessed additional fees.
- ◆ Reservations must be made in person at the Parks and Recreation Department Administrative Offices at the Rainey House, located in Woodland Park at 821 West 9th Street, Columbia, TN 38401.
- ◆ All reservation fees must be paid using cash, personal check, or money order. Two-party checks will not be accepted and all checks require two telephone numbers and drivers' license number. To reserve a facility all fees must be paid in full.
- ◆ If the reservation group has left the reserved area in an orderly and clean manner, the deposit fee will be returned approximately seven to ten (7-10) business days after reservation date. **The deposit will be returned to the name and address on the check or permit holder if paid by cash.**
- ◆ Any changes or modifications to original reservation request must be made a minimum of seven (7) business days prior to reservation date. This includes changes in the amount of time requested, supplies requested, facility requested, etc.
- ◆ Reservations are restricted to rented facility/area only as stated on agreement.
- ◆ Reservations which run over Reservation Agreement and/or damages to the facility will result in loss of facility deposit.
- ◆ All facilities have a limited number of chairs and tables, these items MAY NOT be removed from the facilities without the Director's prior approval. **Any needs above and beyond what is available are the Permit Holder's responsibility.** You may wish to contact the facility directly to confirm the amount of chairs and tables prior to the reservation.

Cancellations

- If a group is forced to cancel a reservation due to weather conditions, or some other emergency situation, the Department will work with that group, to reschedule that reservation during the same calendar year or refund the rental fee.
- No refund will be issued if reservation is cancelled two (2) working days prior to reservation date.

Rules and Regulations

- ◆ **Renter is responsible for set-up and break down. This time is included in your reservation time.**
- ◆ No smoking, gambling, alcohol, or illegal drugs are permitted on any City of Columbia, Parks and Recreation Department property.
- ◆ **Security may be required (at the Director's discretion) for certain nighttime social functions (teen parties, baptism celebrations etc.).** Children must be supervised at all times. Permit holders are responsible for the conduct of all children.
- ◆ Any damages to the facility will be assessed to the permit holder.
- ◆ Parking is provided at each facility. Parking is not allowed on the grass at any location.
- ◆ Permit holders who choose not to adhere to the stated policies, rules and regulations will not be permitted to reserve facilities in the future.
- ◆ It is the responsibility of the Permit Holder to see supervisor for assistance and cleaning instructions (if supervisor is assigned to reservation).

I agree to indemnify and hold harmless the City of Columbia, it's officers, agents and employees from and against all loss or expense of any kind or nature (including attorney fees) by reason of liability imposed by law upon the City of Columbia for damages incurred in the use of such property whether such damages are in the form of personal injury or damage to property , including the loss thereof, arising out of or in consequence of the performance of this agreement and the use of such property. A copy of this authorization shall be effective as the original.

<i>Signature of Permit Holder</i>	<i>Date</i>