



Jessie Mays Park Pavilion

Rental Application & Agreement

Location: 30975 NW Hillcrest Street

Date of Rental: _____

First Shift: 8:00 am – 10:00 am Second Shift: 10:00 am – 12:00 pm Third Shift: 12:00 pm – 2:00 pm

Fourth Shift: 2:00 pm – 4:00 pm Fifth Shift: 4:00 pm – 6:00 pm Sixth Shift: 6:00 pm – 8:00 pm

Rental Purpose: _____

Estimated number of attendees: _____

Responsible Party: _____ Resident: Yes No

Home Address: _____ Phone: _____

Mailing Address (if Different): _____

Phone Day of Event: _____ Email: _____

Secondary Contact (day of event): _____ Cell phone: _____

Government Non-profit Organization: _____

Will food be served? Yes No Will beverages be served? Yes No

Minors in attendance? Yes No How Many? _____

Terms and Conditions

The Applicant shall agree to indemnify, save and hold harmless the City of North Plains, its councilors, officers, agents, insurers, and employees from and against any and all actual or potential liability claims, demands, damages, expenses, fees, fines, penalties, suits, proceedings, actions and causes of action which may be imposed upon or incurred by the City due to the acts or omissions of any person or entity which: 1) arise from or are in any way connected with the use of or activities pursuant to this agreement whether or not due to Applicant's act or omission and whether or not occurring at or on the Jessie Mays Community Park property; or 2) result from any breach, violation or nonperformance by any person of any of the obligations under this rental Agreement. I affirm that I have read and understood the general rules for the rental of Jessie Mays Community Hall and that I or the Secondary Contact will be in attendance at the event.

Before leaving, renters are responsible for removing their own décor and garbage from the premises and putting tables back how they found them.

Renters Signature: _____ Date: _____

General Rules for Rental of Jessie Mays Park Pavilion/Covered Area

****Please sign below to acknowledge all general rules for rental****

- The rental is for the pavilion only. It does not provide exclusive use rights for playground, field, or parking. Rental includes the use of the picnic tables in the Jessie Mays pavilion.
 - Law enforcement officers may enter the Community Pavilion at any time and can terminate the rental on behalf of the City without warning.
 - Rentals may only occur between 8:00 a.m. and 8:00 p.m. Requested rental hours should include time for both set up and clean-up.
 - Decorations may only be attached with removable tape (no thumbtacks or nails). The use of confetti and glitter is prohibited.
 - No smoking is allowed inside the pavilion, or within 10 feet of the pavilion or park.
 - The applicant and/or secondary contact must be present at the Community Hall for the entire duration of the rental.
 - All minors must be supervised by an adult and never left unattended.
 - Noise may not exceed 60 decibels between 8 a.m. and 10:00 p.m. Excessive noise can result in immediate termination of the rental.
 - The City of North Plains assumes no responsibility for personal belongings or equipment left behind or stored on the premises after the rental.
 - Cancellations made more than 72 hours in advance will be refunded the full rental amount. Cancellations made less than 72 hours prior to the scheduled use may result in a reduced rental fee refund. The rental fees are due one week prior to the scheduled rental date. Cancellation must be submitted in writing.
 - The applicant is responsible for bringing their own trash bags and shall clean up and return the premises to the same or better condition as was existing at the time of taking possession of the pavilion. The renter must also remove all trash from the Jessie Mays pavilion premises prior to leaving the pavilion. Failure to restore the pavilion to regular renting condition may result in the denial of future use. The applicant is responsible for the use and safekeeping of the pavilion and its tables and accepts responsibility for any theft or damage.
 - The applicant will be charged for additional rental time, if the pavilion is not vacated at the time stated on the application.
 - No alcohol, pets, or barbecues are permitted within Jessie Mays Park or the pavilion.
 - City events shall have priority over other events or classes, and any rental can be canceled by the City with two weeks advanced notice. A full refund shall be granted if the City requires use of the pavilion.
- The City of North Plains reserves the right to set additional conditions on any rental.***

Initial Here: _____ Date: _____

For City Use Only

Application Date Received: _____

City Manager Approval: _____ **Date:** _____

Waiver of fees: Yes No

Public Works Approval: _____ **Date:** _____

Total Number of hours _____

Total Rental Fees Due: \$ _____

Rental Fee Paid: \$ _____ Date: _____

Public Works sign off: _____ Date: _____

Deposit Refund Amount: \$ _____