



PARK FACILITIES RENTAL FORM

Renters Name: _____ Daytime Phone: _____
 Home Address: _____
 Rental Date: _____

Rental Fee Received:
 Date: _____
 Amount: \$ _____
 Check # _____ Cash Credit

Damage/Key Deposit Received:
 Date: _____
 Amount: \$ 200.00
 Check # _____ Cash

**WILL ALCOHOL
BE SERVED?**
 __ Yes __ No

If yes,
 Check all that Apply:
 __ Malt Liquor
 __ Boxed Wine

Deposit Returned on: _____ Returned to: _____

Reservations are to be contracted by the individual who thereby accepts full responsibility. This reservation may not be transferred to another party without the written permission of the City. * **The key FOB to the Wagner Park Shelter must be picked up 2-3 days prior to the rental date** during regular business hours, Mondays-Fridays, 8:00 a.m.- 4:30 p.m., not including holidays.

Please indicate which Park Facility you wish to rent below:	
	Wagner Park Shelter
	Wagner Park Field 1 East
	Wagner Park Field 2 West
	Wagner Park Field 3 South

No reservations can be made without payment.

User Fees:

- Wagner Park Shelter Rental - City resident: \$150.00 (includes sales tax)
- Wagner Park Shelter Rental - Non-resident: \$200.00 (includes sales tax)
- Wagner Park Shelter Rental - Non-profit organizations:
 No charge Monday-Wednesday. Thursday-Sunday regular rates apply
- Wagner Park Fields – Priorities 1-2: No charge
- Wagner Park Fields – Priority 3: No charge
- Wagner Park Fields – Priority 4: No charge

Wagner Park Fields Priority Levels and Schedule Submission Deadlines:

- **Priority 1:** Mar. 14th – Refers to the programs and activities of the Elko New Market Baseball Association.
- **Priority 2:** Mar. 28th – Refers to local non-profit groups/clubs, agencies, parks and recreational programs, and adult service organizations.
- **Priority 3:** Apr. 11th – Refers to local religious organizations for worship and adult or youth instruction, political parties, partisan issue organizations, and local adult/youth special interest, recreational, or social groups/clubs/associations.
- **Priority 4:** Apr. 25th – Refers to for-profit businesses, educational institutions, non-profit organizations located outside of the City, or non-resident groups whose primary affiliation is considered to be located outside of the City.

Rental schedule submissions are due no later than the listed dates associated with each priority level. If a group or individual misses their submission deadline, the submission will be considered along with the following priority level based on the date of submission.

The Renter must adhere to the Rules and Regulations listed on the following page, unless special arrangements have been noted by Staff on this Rental Form, and the Renter agrees to accept the consequences for their failure to do so. **Failure to adhere to any of the rules and regulations listed may result in loss of damage deposit.**

RULES AND REGULATIONS

- A. **Adult.** Renters must be at least twenty-one years of age, and the event must always be supervised by a responsible adult twenty-one years of age or older.
- B. **Nuisance.** The Renter is responsible for the conduct of guests during the rental period, causing a public nuisance or violating the City's Noise Ordinance may, at the discretion of the Police Department, be grounds for removal from the facilities.
- C. **Wagner Park Shelter Rental Hours.** Renters are permitted to use the rented Wagner Park Shelter facilities between the hours of 6:00 a.m. to 10:00 p.m. Renters may be requested to leave the Wagner Park Shelter facilities during hours not permitted.
- D. **Wagner Park Shelter Key FOB.** The key FOB to the Wagner Park Shelter must be picked up 2-3 days prior to the rental date during regular business hours, Mondays-Fridays, 8:00 a.m.- 4:30 p.m., not including holidays. The key FOB must be returned to City Hall on the next business day immediately following the rental date. Renters shall be responsible for the cost of replacing lost or damaged key FOB's. If preferred, the Renter may return the key FOB by depositing it in the drop box located in front of the City Hall. **If a key FOB is not returned by 4:30pm on the next business day following the rental, \$50 will be deducted from the damage deposit.**
- E. **Wagner Park Shelter Facilities.** The facility provides tables & chairs to seat approximately 125 people. Absolutely no chairs, tables, etc., may be removed from the park shelter. The facility is equipped with hand air dryers, so the City will supply **only toilet paper for the restrooms.** The facility includes a stove/oven, sink and refrigerator. It is the **responsibility of the Renter** to provide any other items needed for an event, including, but not limited to dishes, serving utensils, silverware, linens, towels, paper products, etc. It is the Renter's responsibility to see that everything is clean, all appliances wiped off, countertops cleaned, floors swept, and that all lights are off, and doors are locked when vacated.
- F. **Wagner Park Field Rental Hours.** Field use for ball games is restricted beginning at 12:00 p.m. Friday – Sunday due to Wagner Park Shelter reservations. Field use for ball games is also restricted on Thursday evenings from June 10th – July 30th for Family Fun Night and Fire Rescue Days. Field use for ball practice has no restrictions.
- G. **Facilities Rented.** The City's park system requires a substantial annual cost, with most of the usage occurring on weekends. Most of the events for which the Wagner Park Shelter is rented also occur on weekends. Because of this, the Renter is advised that the facilities for which rental fees are paid reserves only the Wagner Park Shelter, or specific Wagner Park Field, and **do not include other park facilities and amenities** which will be open to the public. A rental does not provide for exclusive use of restrooms. Bouncy houses and other inflatables **are not permitted** to be used in connection with this rental or the park. **There may be limited parking available on-site Saturdays from 6:00 a.m. – 12 p.m. due to simultaneous Shelter/Field reservations.**
- H. **Renter's Responsibility.** The applicant needs to attend the event during the time specified on the permit and always have the permit in their possession. The Renter must have a copy of the Agreement with them at the Shelter. The Renter assumes responsibility for all activities conducted, including, but not limited to:
- Supervision and control to prevent injury or damage and maintain order during the event
 - Maintenance of the premises during the scheduled use
 - Cleaning of refuse and debris and disposing of refuse and debris in trash receptacles
- I. **Trash & Recyclables.** Trash and recyclable containers will be provided; Renters must ensure that **all refuse and recyclables are removed from the shelter/field** and placed in these containers. (Renters shall provide trash can liners.)
- J. **Glass Containers.** No glass containers are allowed in City parks.
- K. **Parking.** Parking is permitted on-street or in designated areas only. Overnight parking in parks is prohibited.
- L. **Alcohol*.** No liquor is to be served or brought onto the premises, except the consumption of malt liquor and/or boxed wine. The Renter will be required to leave and subject to prosecution for the consumption of intoxicating beverages by minors, whether it is occurring with or without the Renter's knowledge. Absolutely no sale of intoxicating beverages is permitted. The Renter shall indemnify and hold the City harmless for any liability introduced by the consumption of alcoholic beverages upon city property during the rental period.
- *For a Renter to serve malt liquor and/or boxed wine at the event, the Renter must provide the City with a Certificate of Liability Insurance from their insurance company affirming they have liability coverage for the event. This Certificate of Insurance must be submitted prior to the date of the event. If no Certificate of Liability insurance is received from the Renter, no malt liquor and/or boxed wine can be served at the event.**
- M. **Proof of Insurance.** Certain events may require proof of insurance in a minimum amount to be determined based on the type of event. Insurance information is required for field rentals.
- N. **Inspection.** The Facility will be inspected following completion of the rental. **The cost for repairing any damage, cleaning and/or missing tables/chairs that occurred during the rental, will be deducted from the damage deposit.**
- O. **Refund.** There are no refunds in part or in whole of the rental fees, whether due to inclement weather, messy facilities, or for any other reason except that rental fees will be refunded if the City cancels the event.

The Renter hereby acknowledges receipt of the Parks Facilities Rental's Rules and Regulations:

Renter signature: _____

Date: _____