

**CITY OF SCOTTSBLUFF
PARK FACILITY RENTAL POLICIES**

Park picnic shelters or specific park areas may be reserved for exclusive use by individuals or groups. The following rules will be enforced and must be agreed to by the renter prior to a reservation being accepted by the City of Scottsbluff Parks & Recreation Department.

1. Parks are open from 6:00 a.m. until 11:00 p.m. A shelter may be reserved during these hours only.

2. **Alcohol and tobacco** are not permitted to be brought into or used in any city park.

3. For the exclusive use of any park facility by a group, appropriate paperwork must be completed and signed by an adult (21 or over) and a Parks & Recreation Representative.

4. Payment for the use of any park shelter must be made at the time the application is completed. **Fee is non-refundable for cancellations.**

5. If you find any damage upon arrival, or are experiencing any other issues, please inform the Communications Center at 308-632-7176. During normal business hours (M-F, 7:30am to 4:00pm) please contact the Parks & Recreation office at 308-630-6235.

6. You may arrange and set-up the shelter as desired. **Set up of the shelter is the renter's responsibility and is to be completed at the time stated on your contract, not before.**

7. Upon completion of your event, picnic tables and/or benches must be wiped down. **Clean up is the renter's responsibility and must be completed by the ending time stated on your contract.** Garbage containers are located within a reasonable distance of every shelter.

8. The following items (not limited to) are prohibited without permission from the Parks & Recreation Department:

- a. Inflatables or bouncy houses.
- b. Vehicles parking on the grass next to the shelter
- c. Fireworks
- d. Stakes longer than 12 inches (one foot)
- e. Candles
- f. Use of extension ladder or lift truck to hang decorations

9. In renting a park facility, the City does not relinquish the right to manage and control the facility. The City may enforce any rules and regulations it deems necessary. Any City official or authorized employee may enter any park or park facility at any time.

I, having read and agreed to the policies and regulations as set forth by the City of Scottsbluff, request permission for the use of the above city facility for the purpose described in the above application.

Renter Signature

Parks & Recreation Representative Signature

**CITY OF SCOTTSBLUFF
PARK FACILITY RENTAL AGREEMENT**

Today's Date: _____

Organization (If applicable): _____

Contact Person: _____

Address: _____ Cell Phone: _____

E-mail: _____

Date of Event: _____ Hours: From: _____ To: _____

Detailed Description of Event: _____

Reservation Process and Guidelines

Reservations may be made from one week to one year in advance at City Hall (2525 Circle Drive)
Payment of rental fee and signed rental agreement is required to secure reservation of park facility

Please choose the park facility that you would like to rent from the list below:

Check One	Park	Facility	Fee	Amenities	Capacity	Location
	Centennial	Gazebo	\$50	E		400 E 20 th
	Frank	Cosmos (<i>rectangle</i>)	\$25	E,W,G,B,L,R	108	2701 1 st Ave
		Octagon	\$25	E,L,R	156	
	Lacy	Lions (<i>East</i>)	\$25	W,R	108	240071 Highland Rd
		Kiwanis (<i>West</i>)	\$25	E,W,B,L,R	72	
	Pioneer	Lions (<i>Large</i>)	\$25	E,G,B,L,R	96	102 E 27 th
		Small	\$25	R,G,L,R	36	
	Northwood	Middle	\$25	G,R	54	801 E 31 st
	Riverside	Elks (<i>slides</i>)	\$25	R	96	1514 S Beltline Hwy W
		Kiwanis (<i>playground</i>)	\$25	W,R	32	
	Veteran's	West	\$25	G	48	715 14 th Ave

AMENITIES KEY

B – Buffet Table	E – Electricity*	G - Grill	L - Lights	W - Water	R – Restroom**
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**Use caution: Do not overload facility outlets to prevent tripping the breaker causing loss of electricity*

***Restroom(s) are not always open or accessible. Available only at certain times throughout the year*

NOTICE: Complete both sides of this form including a signature, reservation information and park facility choice. Submit both the completed form and a rental fee payment at City Hall in order to secure reservation of a park facility.

Keep a copy of this rental agreement for your records. It is advised to take it with you to the park on the rental date as proof of exclusive use.

OFFICE USE ONLY

Paid: \$ _____

Receipt # _____

Date: _____

Cash/Check/CC: _____