

CITY OF HEADLAND RESERVATION APPLICATION

Date of Function: _____

Time Reserved: _____ am _____ pm
(Rental should be limited to 4 hours. Please include any preparation, activity or cleanup time)

Organization/Person Making Application:

Name: _____

Address: _____ City _____ Zip _____

Phone Number: (_____) _____ (_____) _____

Purpose of Facility Use (be specific): _____

In making this application, my organization or I acknowledge(s) that we/I understand all of the attached rules and regulations and insure that all invitees shall abide thereby and will indemnify and hold harmless the City of Headland from and against any and all claims, demands, suits, damages, liabilities and expenses arising out of any act or omission which might occur during the term of the rental of the property.

Signature of Applicant _____ Date

The City of Headland reserves the right to refuse the use of its facilities to any individual, commercial or civic group whose activity it deems to be inappropriate to be conducted in a public-owned facility.

FOR OFFICE USE ONLY			
Morriss Park Pavilion - \$50.00	Park Gazebo - \$100.00		
Deposit Refund - \$20.00	Deposit Refund - \$50.00		
(Note: ONLY the pavillion can be rented the playground area is open to the public at all times.)	Recreation Pavilion - \$50.00		
	Deposit Refund - \$20.00		
Rental Fee: _____	Key Returned: _____		
Check # / Cash: _____	Clean Up: _____		
Date Paid: _____	Receipt #: _____		

RULES & REGULATIONS FOR PARKS & OTHER CITY FACILITIES

NO alcoholic beverages, drugs, smoking or loud music will be allowed. The City may monitor area for compliance. Function may be stopped and deposit shall be forfeited if a violation of this rule occurs.

1. Only adults (those over 21 years of age) will be allowed to sign and reserve any City facility. The person signing for the facility shall be considered the responsible party.
2. Rental payment must be paid before the date will be held. Deposit shall be paid in full prior to release of any facility keys. Reservations will be made on a first come first serve basis.
3. The responsible party shall obtain the key to the facility from City Hall during normal business hours (8:00am – 4:30pm Monday – Friday). For weekend functions the key shall be picked up by 4:30pm Friday afternoon. The key will be given to the person signing as the responsible party ONLY. Keys shall be returned to City Hall the first working day following the function.
4. Nails, screws, or other objects shall not be driven into, attached, or otherwise affixed to the building; no fixtures removed from the facility; no decorations are to be attached by staples, duct tape or hot glue to any part of the facility. Some type of removable, non-damaging material may be used to attach decorations. No decorations should be attached to or blocking an exit sign or any exit ways.
5. With the exception of seeing-eye dogs, no pets will be allowed inside any City facility
6. Appropriate attire should be worn at all functions. There shall be no entertainment that requires removal of clothing.
7. The facility must be left clean, the key returned and approved by the City before the deposit will be returned. Immediately following the event all tables and other property should be returned to the location in which they were found, remove all garbage upon departure, decorations should be removed, tables cleaned, lights turned off, and the building left secure. Damage done to the facility or equipment must be repaired or replaced, to the satisfaction of the City, by the responsible party within a reasonable period of time after such damages occur.
8. All rentals must conclude by 7 pm. Rental should be limited to 4 hours.
9. Failure to follow any of the preceding guidelines will result in the forfeiture of your rental deposit.

To be signed at time of Rental: I have received a copy of and agree to abide by all rules & regulations.

Signature of Renter

Date