



## FACILITY RENTAL APPLICATION

### Applicant's Information:

Name of Person Responsible: \_\_\_\_\_

Address: \_\_\_\_\_  
Mailing Address City State Zip

Driver's License Number: \_\_\_\_\_ State \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Function: \_\_\_\_\_ Number of people expected: \_\_\_\_\_

Will there be any fees charged?  Yes  No Is this a fundraiser?  Yes  No

If so, please explain? \_\_\_\_\_

Will food/drinks be served?  YES  NO

Facility Requested: \_\_\_\_\_

Requested Date: \_\_\_\_\_ Requested Time: From \_\_\_\_\_ To \_\_\_\_\_  
Month/Day/Year *For multiple day rentals, a separate Facility Rental Application is required to be submitted for each day.*

### Applicant's Responsibilities: (check boxes below)

- I have read, understand, and signed the Rental Policy.
- I have paid the deposit and rental fee.
- I know I am completely responsible for the facility during my event.

\_\_\_\_\_  
Signature of Person Responsible (Must be 18 or older to sign)

\_\_\_\_\_  
Today's Date

.....  
**FOR OFFICE USE ONLY**

Deposit: _____	Rental Fee: _____
Date Paid: _____	Date Paid: _____
Receipt #: _____	Receipt #: _____
Received by: _____	Received by: _____
Date Deposit Returned: _____	By: _____



## FACILITY RENTAL POLICY

1. A damage and cleaning deposit is required for rental on all facilities of the Parks & Recreation Department. This deposit will be refunded if the facility is left in an acceptable manner as determined by the Parks & Recreation Staff. All or part of the deposit may be kept if extra cleaning or repair costs are incurred. If repair or cleanup exceeds the amount of the deposit the renter shall be responsible for such costs.
2. Reservations are made through the Parks & Recreation Department and are confirmed when the deposit and rental fees are paid, the *Rental Policy* is signed, and the *Rental Application* is filled out.
3. Rental and deposit fees shall be forfeited if notice of cancellation is not received by the Parks & Recreation Department **forty-eight (48)** hours prior to the time of the reservation date either by phone 479-524-5779 or email to parks@siloamsprings.com.
4. The hours of reservation must be agreed upon ahead of time and cannot be changed without a **forty-eight (48)** hour notice to the Parks & Recreation Department.
5. Renter's set-up and clean-up time will be included in the rental time period.
6. Any organization, group, or individual assumes full responsibility of the facility including responsibility for the behavior of others and any damages. The applicant agrees to pay the cost of necessary repairs or equipment that is lost or damaged as a result of the event.
7. A Special Event Permit may be required for organizations conducting fundraisers, charging admission, selling goods, or whose events go beyond the rented facility and/or park.
8. Use of birthday candles or floating candles is permitted. No other candles for decorating will be allowed. The use of nails or staples is prohibited. Tape is allowed if removed after the event.
9. The **ORANGE BAR LOCKS** on the North and South glass doors of the Community Building **must be removed** before your group uses the facility.
10. **Renters shall not enter the facility before their scheduled time** and must vacate the building when their time is complete.
11. All parks must be vacated by 11:00 PM.
12. The Community Building must be vacated by midnight.
13. State and local laws regarding alcoholic beverages, smoking, and gambling will be observed in the facilities and park areas. **Alcoholic beverages are prohibited.** Smoking is prohibited in the buildings.
14. The use of motorized vehicles in any park area or green spaces is prohibited.
15. The City is not responsible for lost or stolen property.
16. The City is not responsible for theft or damage to vehicles or contents.

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Renter Printed Name

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Signature

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Date



FACILITY	RENTAL FEE				DEPOSIT	
	Resident		Non-Resident			
<b>Community Building</b> Weekday Monday - Thursday	\$115	Up to 4 hours	\$230	Up to 4 hours	\$230 \$60 Use of Kitchen	
	\$175	4 to 8 hours	\$345	4 to 8 hours		
	\$260	9 to 18 hours	\$520	9 to 18 hours		
	Weekend Friday - Sunday	\$145	Up to 4 hours	\$290		Up to 4 hours
		\$230	4 to 8 hours	\$435		4 to 8 hours
		\$345	9 to 18 hours	\$605		9 to 18 hours
<b>Family Aquatic Center</b>	\$289 Per hour			\$289		
<b>Gazebos</b>						
City Park	\$10 Per day			\$100		
Twin Springs Park	\$10 Per day			\$100		
<b>La-Z-Boy Sports Complex</b> Adult Softball Fields	Day - \$5 Per hour		Day - \$10 Per hour		\$100	
	Night - \$10 Per hour		Night - \$15 Per hour			
<b>Parks</b>	\$25 Per day			\$100		
<b>Pavilions</b>						
	Bob Henry Park - Large		\$10 Per hour	\$150		
			\$50 Per day			
Bob Henry Park - Small		\$10 Per day	\$100			
Eliana Chacon Memorial Park - Small		\$10 Per day	\$100			
<b>Sager Creek Soccer Complex</b> Soccer Fields	\$40 Per field / Per two-hour slot			\$100 Per field		
	\$100 Per day / Per field					
	\$225 Per day / Three fields					
<b>Sand Volleyball Court</b>	\$5 Per hour		\$10 Per hour	\$100		