



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

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.

Renter Printed Name

Signature

Date



FACILITY	RENTAL FEE				DEPOSIT	
	Resident		Non-Resident			
Community Building Weekday Monday - Thursday	\$110	Up to 4 hours	\$215	Up to 4 hours	\$215 \$55 Use of Kitchen	
	\$160	4 to 8 hours	\$325	4 to 8 hours		
	\$240	9 to 18 hours	\$485	9 to 18 hours		
	Weekend Friday - Sunday	\$135	Up to 4 hours	\$270		Up to 4 hours
		\$215	4 to 8 hours	\$405		4 to 8 hours
		\$325	9 to 18 hours	\$565		9 to 18 hours
Family Aquatic Center	\$269 Per hour			\$269		
Gazebos						
City Park	\$10 Per day			\$100		
Twin Springs Park	\$10 Per day			\$100		
La-Z-Boy Sports Complex Adult Softball Fields	Day - \$5 Per hour		Day - \$10 Per hour		\$100	
	Night - \$10 Per hour		Night - \$15 Per hour			
Parks	\$25 Per day			\$100		
Pavilions	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
Sager Creek Soccer Complex Soccer Fields	\$40 Per field / Per two-hour slot			\$100 Per field		
	\$100 Per day / Per field					
	\$225 Per day / Three fields					
Sand Volleyball Court	\$5 Per hour		\$10 Per hour	\$100		