



PAVILION RENTAL AGREEMENT

101 N Choctaw P.O Drawer 700
El Reno, Oklahoma
(405) 262-4070 Office

RENTAL & OPERATING POLICY

The CITY OF EL RENO as "Owner" does hereby rent to the undersigned as "Renter".

RENTAL PROCEDURE

The pavilions are available for rent seven days a week from 7:00 A.M. to 11:00 P.M.

1. Reservations for use of the pavilions shall be by application only and shall be granted on a first-come, first-served basis. No reservation will be accepted for a period longer than 12 months in advance of the rental date. No person(s) under the age of eighteen (18) will be allowed to rent the pavilions.
2. Applications must be submitted to city hall between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday, holidays excluded. Applications will not be accepted without a valid signature.
3. The minimum rental period is four (4) hours and must include the amount of time needed for the function, setup, and cleanup. Refunds are not issued for unused hours.
4. Any unpaid balance must be paid in full not less than one (1) week prior to the date of the event. Payments not received by this deadline may result in cancellation of the rental and forfeiture of all fees.
5. Cancellation of reservations must be made at least three (3) working days prior to the date of the scheduled event. Cancellations after this deadline are subject to forfeiture of the rental fees. When no cancellation at all is made, the full rental fee is applied.
6. Approval for pavilion use and authority to cancel a scheduled event shall be at the sole discretion of the Owner as administratively determined by the City Manager or other staff authorized by and acting under the direction of the City Manager.
7. Renter is responsible to see that all activities are properly controlled and supervised.
8. Renters of the facility are responsible for leaving the rented premises in a condition that is clean, orderly, and free of trash, debris or other unwanted materials. All trash and other disposables shall be gathered in heavy duty garbage bags to be supplied by the Renter and placed in the dumpsters at the pavilions.
9. Renter shall not use the pavilions for any purpose which is illegal or in violation of any ordinance of Owner. The pavilions may not be used for commercial use. This includes sale of good and/or services, or charges of admission to events. This excludes non-profit organizations that have a use agreement with the Owner.

10. Renter will be responsible for the removal of any decorations and debris immediately after the conclusion of the event.
11. Alcoholic beverage consumption (not more than 3.2% weight) is allowed on the premises. No glass containers are allowed in the parks.
12. Smoking is prohibited within 25 feet of any City of El Reno park pavilion or playground equipment. (City of El Reno Ordinance 9134).
13. The Parks and Recreation Department makes every effort to provide a clean pavilion before you arrive, but we CANNOT GUARANTEE THE PAVILION WILL BE CLEAN.
14. The Owner does not provide additional portable toilets. The Renter may arrange for additional portable toilets on their own and at their own expense. However, prior approval must be received from the Parks and Recreation Department at least 24 hour in advance. The Parks and Recreation Department will advise on permissible locations for the portable toilets.
15. The Renter shall furnish his/her own light bulbs for those pavilions that have electricity. It is the responsibility of the Renter to visit the pavilion to know the number, etc. of light bulbs needed.
16. Inflatable moon bounce equipment, entertainment, pony rides, etc. are allowed in the parks with prior approval by the Owner. The company you are renting the equipment/rides from shall have liability insurance of \$500,000.00, with the City of El Reno named on the policy. Also, the Renter is required to clean up the area after any animals, entertainment, etc.
17. If you reserve the pavilion and do not use it at your reserved time, you are NOT entitled to a refund. In the event of inclement weather, you may reschedule your reservation at no extra cost.
18. Tennis courts, basketball courts, ball fields, playground equipment and other park facilities are not reserved, they are strictly at a first come, first serve basis.
19. After a reservation is made and the rental fees are paid, the Parks and Recreation Department will post a reservation sign at the pavilion(s). Reservations must be made at least 72 hours in advanced to have a posted Notice of Reservation sign.
20. Please report any damage you find immediately upon discovery to the El Reno Police Department (262-6941) so that you are not charged.
21. The Renter shall have a copy of their reservation form and payment receipt with them at all times during their rental period.

FEE SCHEDULE

	<u>Pavilions</u>	
Adams 2		\$25.00
Adams 3		\$25.00
Adams 5		\$25.00
Adams West		\$25.00
Large Lake		\$25.00
Legion		\$10.00

***All other pavilions are on a first come, first serve basis.*

***Pavilions are rented in 4 hour increments.*

RENTAL CONTRACT

City of El Reno
101 N Choctaw
El Reno, OK 73036
405-262-4070 Office

DATE OF APPLICATION: _____

CONTACT PERSON (RENTER): _____

NAME OF EVENT/TEAM/ORGANIZATION: _____

MAILING ADDRESS: _____

ZIP: _____ CITY: _____ STATE: _____

EMAIL ADDRESS: _____ CONTACT NUMBER: _____

PAVILION REQUESTED ADAMS 2 ADAMS 3 ADAMS 5 ADAMS WEST LARGE LAKE LEGION

TYPE OF FUNCTION: _____

DATE(S) REQUESTED: _____

HOURS OF USE (includes setup & cleanup): _____ A.M./P.M. TO _____ A.M./P.M. TOTAL HOURS _____

RENTAL COSTS:

FACILITY COST \$ _____

ADDITIONAL \$ _____

TOTAL \$ _____

RECEIVED \$ _____

BALANCE \$ _____

CITY OF EL RENO LIABILITY RELEASE FORM

I _____, with _____
Signature *Group Organization*

agree to indemnify and hold harmless the City of El Reno from any and all liability, loss or damage the City of El Reno may suffer as a result of claims, demands, costs or judgments against it arising from the following activity:

(Describe the activity contemplated by the parties: for example, leasing land to a rodeo association, contracting for concessions at a park or swimming pool or renting a municipal building, etc.)

Signature of Renter

Date

Signature of Owner

Date