

## RENTAL RESERVATION FORM AND APPLICATION

### PICNIC SHELTER OF PONDEROSA PARK

(Must be completed by all facility users including recurring)

Reservations may be made for either Morning (8am-2pm) or Afternoon (2pm-8pm). Time period includes set up and clean up time.

Rental Date: \_\_\_\_\_

Rental Time: ☐ Morning (8am-2pm) ☐ Afternoon (2pm-8pm)

Anticipated Event Attendance: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_

Rented By:

Name: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_

**RENTER MUST BRING TRASH BAGS TO REMOVE EVENT TRASH. USING AND REPLACING A TRASH BAG IN DRUM RECEPTACLE WILL NOT SUFFICE. THE TYPICAL "HOME" TRASH BAG IS TOO SMALL FOR THESE RECEPTACLES.**

I have read and received a copy of the General Rules and Requirements for use of the specified Town Facilities and the Rental Checklist. By signing below, I agree to comply with the General Rules and Requirements and that I, or my organization, will assume full responsibility to comply.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Representing

\_\_\_\_\_  
Date

**RETURN RENTAL CHECKLIST TO TOWN HALL AFTER EVENT**

#### Staff Use Only

Deposit: ☐ \$25    Date Paid \_\_\_\_\_

Rental Fee: ☐ \$25    Date Paid \_\_\_\_\_

☐ \$ \_\_\_\_\_ Fee for additional time    Date Paid \_\_\_\_\_

Total Collected    \$ \_\_\_\_\_

☐ Deposit Returned

☐ Deposit Not Returned

Initials: \_\_\_\_\_    Date: \_\_\_\_\_

**Comments concerning rental:** \_\_\_\_\_

## **AFTER THE EVENT**

Sign off the Rental Checklist with each facility usage (even recurring users).

For reimbursement of the security deposit, the facility must be left without damage according to all guidelines. The Recreation Department staff will determine if applicant has complied.

### **RENTAL CHECKLIST FOR EACH USAGE OF PONDEROSA PARK PICNIC SHELTER**

- € All trash removed from facility with renter provided bags.
- € Spills in picnic shelter, bathrooms, lawns, or play surfaces must be cleaned up or mopped up.
- € All restrooms & toilets checked to be flushable and clean and free of any contents (stopped up toilets will incur deposit fee charge).
- € All food items removed from park facilities.
- € All lights turned off.
- € All tables and trash receptacles returned to their “normal” position (see diagram).
- € All decorations including tape, staples, nails, glitter, and confetti have been removed.

### **RETURN RENTAL CHECKLIST TO TOWN HALL AFTER EVENT**

For emergencies only contact: Tim Friar 506-2940 or Roy Stoddard 481-9027.

Checklist completed by: \_\_\_\_\_

Representing: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**USE OF RECREATION FACILITIES  
PONDEROSA PARK PICNIC SHELTER  
GENERAL RULES AND REQUIREMENTS**

**WHO CAN RESERVE**

The Recreation Department of the Town of Six Mile allows its facilities to be reserved by a Six Mile resident, a non-resident, a community group, sports organization, or a business (of the nature allowed by the Zoning Ordinance). However, acting within reasonable discretion, the Recreation Department reserves the right to deny requests for reservations for events that would be considered offensive, in poor taste, or have a significant unmitigated impact on the community.

The following groups/organizations will not be charged a rental fee to use the town facilities, but must complete the Rental Checklist for each usage. These groups are also subject to the same deposit fee charges as any other renter, except on a post usage basis.

- Service Organizations, i.e. Lion's Club, etc., Boys and Girl Scouts, Political Parties, Young Appalachian Musicians (YAMS) and 4-H
- Any member in good standing with the Six Mile Volunteer Fire Department (family-oriented event only)
- Benefits held for the purpose of raising funds for local families/individuals in dire need of assistance.

All other conditions applicable to any other rental apply for the above and will be inspected.

No deposit refund will be issued if cancellation is made less than one week prior to the scheduled rental.

**GENERAL USE GUIDELINES**

No use of tobacco or alcohol is allowed in or on recreation facilities. The use of grills or other food preparation equipment is allowed with prior approval of the Recreation Department.

When reviewing an event reservation request, the Recreation Department may add conditions of approval to ensure that the event does not have a negative, unmitigated impact on the community.

Renters shall comply with all Town signage permit requirements.

Facility users shall not practice or tolerate discrimination because of race, color, religion, sex, national origin or disability in the use of public facilities.

Town and/or Recreation-sponsored events take priority over all other usage of the facilities.

The Recreation Department may limit facility reservations on holidays and holiday weekends due to strong demand for Town facilities on such occasions.

Renters will be required to have no less than one adult chaperone for each 10 minors present during use of facilities. The picnic shelter and the fields are reserved separately. The reserving of one does not constitute reserving the other.

Inflatables and bounce houses must have the approval of Town Hall. Water slides of any kind are not allowed.

Picnic tables and trash cans are to remain in the picnic shelter and be returned to their everyday position (see diagram).

Renter must bring trash bags to remove event trash. Using and replacing a trash bag in drum receptacles will not suffice. The typical "home" trash bag is too small for these receptacles and will create issues if used in the drums.

Live or amplified music is permitted, however, in order to minimize potential disruption of the use and enjoyment of other park guests, music/noise levels for the event shall comply with a maximum decibel level of 60 dBA. Failure to comply with this requirement shall result in immediate suspension of the reservation and termination of the event.

No decorations shall be displayed or installed by the renter which may damage or deface park property; including structures, lawns, vegetation, and playing surfaces. The renter is responsible for removing all of their own decorations and trash at the end of their reservation.

Trucks, cars, trailers, and all other vehicles are not allowed on any of the lawns at Ponderosa Park except by permission of the Recreation Department.

Violations of any of the rules/regulations set forth herein, any Town ordinance or regulation, or standing rules of Ponderosa Park may result in immediate eviction from park facilities, loss of deposits, and/or denial of future rentals.

## **APPLICATIONS FOR RESERVATION**

Reservations may be made up to twelve (12) months in advance.

No deposit refund will be issued if cancellation is made less than one week prior to the scheduled rental.

Any change in hours, or conditions indicated on the original reservation application, must be done at least seven (7) days prior to the scheduled reservations (subject to availability).

The Town of Six Mile and the Recreation Department assume no responsibility for injury to individuals, damage to personal property or loss of personal property related to rentals. **THESE EVENTS AND ANY RELATED LIABILITY OF ANY FORM ARE SOLE RESPONSIBILITY OF THE RENTER.**

The renter is solely responsible for damages/accidents or injuries to persons or property resulting from use of facilities by the renter, guests of the renter, any contractor of the renter, or any other person attending the event/activity being conducted by the renter.

No more than two reservations will be made for one day. The picnic shelter can be reserved for the Morning (8am-2pm) or the Afternoon (2pm-8pm). Two reservation fees and one deposit will be charged if reservation requires a portion of both time slots.

Only the times stated on the application will be granted for usage. All set-ups, event time and cleaning time, must be completed during the reserved time. Additional fees will be charged if the reservation goes beyond the stated time (\$10 per hour or fraction thereof).