

CITY OF NORWALK PARK & RECREATION
100 Republic Street Norwalk, Ohio 44857 (419) 663-6775

RENTAL AGREEMENT – PARK EVENT/RACE

Name and/or Name of Organization: _____

Non-profit: __Yes __No

Event/Program: _____

Date(s) of event: _____ Time: _____ - _____ (Include set-up/teardown)

Event Details: _____

Contact Name: _____ Address: _____

Phone: _____ Work/Home _____ Cell _____

Email: _____

Number of people expected to attend: _____

FEES (check those applicable)

Clubhouse Include Shelter #2 _____
\$175. daily \$60. Non-profit

Shelter Houses Circle Shelter #1 Shelter #2
\$45. daily Shelter K Shelter #3
\$35. Non-profit Jaycee Park Shelter #4

Sofios Park

Sofios Park Concession Stand

Ballfield Circle Baines McGuan
\$150 field/day 1 2 3 1 2 3
\$50 field/game

REQUIRED on file at least 1 week prior to event:

Copy of liability insurance for the event. (Non-ASA)
-Listing City of Norwalk/Park & Rec additionally insured to \$100000.

Food Permits (if applicable/selling food)

Event Flier

Softball Tournaments Only:

Teams & Officials must be Sanctioned

Draw Date & Time _____
 Using ECC Meeting Room (no charge)

Races/Walks:

Map of course

R# _____ Date _____

RELEASE & HOLD HARMLESS AGREEMENT

I agree to comply with all Park & Rec rules and policies at all times while using the Park & Rec facilities. I further agree to leave the reserved facility and any adjacent areas to the facility in clean and undamaged condition and to vacate the premise at the agreed-upon time. If it determined by Park & Rec that these conditions we not met, I will maintain the responsibility to reimburse the City of Norwalk the cost of cleaning, maintenance, replacement/repair and over-time.

I further agree that I will hold the City of Norwalk harmless from any claims that might arise out of the operations and use of said building/grounds. The renter further agrees to indemnify the City of Norwalk from any claims, causes of action, or costs that might be incurred by the City of Norwalk in defending any claims or causes(s) of action arising our of the renters use of said facility. The City of Norwalk shall have the right to enter upon the leased premises at all reasonable hours for purpose of inspecting.

Renter's Signature

Date

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RENTAL AGREEMENT

BALL FIELD / SOCCER FIELD RESERVATION POLICY

**Contact: Joe Lindenberg (419)663-6775 x1022
jlindenberg@norwalkoh.com**

- Tournaments and umpires must be sanctioned or independently insured.
- If any food is being sold, required permits must be secured and copies must be on file with NPR 1 WEEK prior to the event. Concession stand at Sofios Park w/ prior approval and proper permit.
- Park & Rec Staff will drag and line ball fields prior to first game.
- No other supplies (ex: Diamond Dry) may be used without Park & Rec staff permission.
- DO NOT line soccer fields without prior approval.
- The Renter is also responsible for traffic/crowd control and enforcing park rules.
- All areas utilized for your event must be cleaned up. Trash needs to be placed in the available receptacles.

PLEASE NOTE:

Failure to comply with the above mentioned policies may result in fines and/or refusal of use for future rentals.

CANCELLATION POLICY

- Requests for credits or date/location transfers will be honored at no penalty.
- Refund requests for GENERAL RENTALS within 60 days will incur a cancellation fee as follows:
Clubhouse: \$25; Shelter: \$10; Meeting Room: \$5/hour

RACE/ PARK EVENT POLICY

**Contact: Lynden Ramsey (419)663-6775 x1025
lramsey@norwalkoh.com**

- A copy of the liability insurance for the event, including the City of Norwalk and the Norwalk Parks & Recreation Department being additionally insured to \$1,000,000 must be on file with NPR 1 WEEK prior to the day of the event.
- If any food is being sold, required permits must be secured and copies must be on file with NPR 1 WEEK prior to the event.
- A map of the race/event course must be provided to NPR prior 1 WEEK to day of the event.
- Rental of a shelter and/or clubhouse is required. Multiple rentals may be required based on size of the event.
- The Renter is responsible for the condition of the course and marking of any hazards.
- The Renter is also responsible for traffic/crowd control and/or police assistance, if needed.
- Permission must be obtained to race on any public streets or roads. (A parade permit filled out at City Hall).
- Course can only be marked with cones, yard signs or 'marking paint'. Cones & signs are preferred to encourage a 'Leave No Trace' environment. Do not under any circumstances, mark the trees. Fines will be applied to any non-approved marking.
- All areas utilized for your event must be cleaned up. Trash needs to be placed in the available receptacles.

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RENTAL POLICY

Park & Recreation facilities (clubhouse, shelter houses, community room, natatorium, gymnasium, aquatic center, recreation complex, Monroe Street Center) are maintained by the City of Norwalk for recreation purposes, only, and are not available for general congregation.

Priority use and rental of facilities shall be given to Park & Recreation Department sponsored programs and programs of established sponsors of the Park & Recreation Department.

The purpose for which rental of facilities is sought together with the identity of all sponsors of the event must be disclosed at time the rental application is submitted. The Park & Recreation Department, in its discretion, may deny or cancel rental of facilities where the purpose or sponsor interferes or conflicts with the overall goals and purposes of the Park & Recreation Department or any existing sponsor.

The renter shall hold the City of Norwalk harmless and indemnify it against from any and all claims that might arise out of the rental of the facilities and the renter's use thereof and from any claims arising from any person using the facilities by reason of this rental.

The Park & Recreation Department retains the right to deny or cancel any rental if the Department determines that the proposed activity or use of the facility will interfere with or detract from the use or enjoyment of other portions of the park or recreation facilities.

The Park & Recreation Department retains the right to deny or cancel any rental if the Department determines that the proposed activity or use of the facility will include or incite violence, crime, unlawful activity or disorderly conduct, or will result in extraordinary or burdensome expense to the City.

The Park & Recreation Department retains the right to deny or cancel any rental if the Department determines that false or misleading information has been given in relation to the rental or the application.

The Park & Recreation Department reserves the right to assign or reassign, at its sole discretion, the location of any rental to another location of appropriate size to accommodate the proposed usage.

All activities shall conform to federal, state and local laws and ordinances.

GENERAL RULES

- There is no smoking or alcohol allowed.
- Nothing shall be attached to the ceiling, walls, doors, sprinkler system, shelter posts, etc.
- Security lights are never to be removed.
- Emergency exits are to be kept clear at all times.
- Set-up is not allowed until the time of rental.
- No children under the age of 17 are to be left unsupervised in the Community Center. (Renters must be 18 or older).
- Designated storage areas are for City of Norwalk programs only. The City of Norwalk will NOT store any items nor will the City of Norwalk be responsible for any items left behind.
- All candles must have glass protection.
- Caterer's actions are the licensee's responsibility and will not be allowed in earlier than rental time.
- **Any advertisements made for your event must include a disclaimer stating that the City of Norwalk & the Norwalk Parks & Recreation department does not endorse the event.**
- **A severe fine will be charged to any renter that does not leave the rented area the way that they found it.**