



RENTAL # \_\_\_\_\_

RENTAL LOCATION: \_\_\_\_\_

**Instructions:** Complete and submit this form to the Parks and Recreation front desk to request the use of an outdoor park facility.

**CONTACT INFORMATION**

Renter \_\_\_\_\_ Today's Date \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Alternate Contact: \_\_\_\_\_  
 Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_  
 Email \_\_\_\_\_ State ID # (for non-profit) \_\_\_\_\_  
 Category  Private Individual  Commercial  Nonprofit/Civic  Government/School  Other  
 Other: \_\_\_\_\_

**Facility Requested For Rental**

Name of Park/Location: \_\_\_\_\_ Site within Park: \_\_\_\_\_  
 Date(s) Requested: \_\_\_\_\_ Number of People Expected \_\_\_\_\_  
 Time Requested: From \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM  
 (Include set-up, breakdown, and clean up time in the Time Requested)  
 Type of Event:  Reunion  Wedding/Reception  Party/Picnic  Fundraiser  Other (specify below)  
 Is the event open to the general public?  Yes  No  
 Other: \_\_\_\_\_

If you are considering one or more of the following special uses at your event, then submit a Rental Supplemental Form in addition to this request form. Forms are available at: [www.cityofalbany.net/parks/facilities/shelters](http://www.cityofalbany.net/parks/facilities/shelters)

- Amplified sound
- Catered event
- Big toy/inflatable
- Tent/canopy larger than 200 sq ft.
- Limiting public access to open areas (other than shelter area)
- Alcohol on site
- Selling food
- Charging admission
- Water beyond standard use
- Closing road(s) in area
- Selling non-food concessions
- Access to supplementary electricity
- Vehicle access into park beyond parking lot

**Fees & Charges (Payable by check, cash or credit card.)**

<b>Fees &amp; Charges</b>	<b>Refundable Deposits (Check or credit card only)</b>
_____ Shelter Rental Total	_____ Refundable Deposit(\$25 regular, \$100 supplemental)
_____ Sound Permit (\$10)	_____ Refundable Alcohol Deposit (\$150)
_____ Alcohol Permit (\$20)	_____ Refundable Key Deposit (\$25 key, \$50 bollard)
_____ Other: _____	_____ Other: _____
_____ <b>Total Fees &amp; Charges</b>	_____ <b>Total Refundable Deposit</b>
Date _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit	Date _____ <input type="checkbox"/> Check <input type="checkbox"/> Credit Card

Comments/Special Circumstances: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Office Use Only**

Approved \_\_\_\_\_ Date: \_\_\_\_\_  
 Deposit Returned?  Yes  No Date: \_\_\_\_\_  
 File Copy  Park Maintenance  Applicant  Police Dept.  Fire Dept.

**Additional information/Signature required on back (over)**



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**Liability and Regulations for Park Shelters**

Each applicant shall be bound by all city rules and regulations and all applicable ordinances as fully as though the same rules were inserted in the permit.

I, the applicant, have personally examined the site I am renting and fully understand that the City of Albany, Parks and Recreation Department, employees and representatives have not made ANY statements or guarantees regarding the property, as to the suitability of the event I am planning.

All users, individuals or groups of park facilities will hold the City of Albany harmless from all liability for accidents, illness, or injury to persons, or loss of property as a result of their activities. All users agree to take appropriate measures to protect and indemnify the City of Albany against any and all claims.

If approval is granted to the user to bring in any special portable devices (i.e. Joy Jump/Moon Bounce, Dunk Tank) for use in conjunction with the reservation, the reserving party must submit a letter releasing the City of liability and must also post a sign at the device during the reservation time that the device is not the City's and the City is not responsible.

The Director or his/her designees shall have the authority to summarily revoke a permit upon finding a violation of any provision, thereof, or upon finding a violation of any City Ordinance, Rules and Regulations.

Each applicant shall be required to pay such amounts as may be determined by the City for extraordinary services and equipments that may be required if damages occur. All users shall be liable for any damage to equipment or property or creating a condition that is hazardous to others.

The City may at it's discretion, require an applicant to post a bond or deposit to defray any potential damage or expense to the City resulting from the Applicant's use.

Applicants may be required at their own expense to retains a commissioned public safety officer and/or liability insurance.

No motorized vehicles are allowed in any park except on roads provided for such use.

The park rules require that you promptly remove any dog waste deposited on public or private property and that all dogs remain on a leash at all times.

The City does not honor cancellations due to inclement weather.

The responsible individual to whom the reservation was issued is asked to pack out any garbage produced by an event. Dumpsters are available for an additional fee and need to be reserved at least two weeks prior to an event.

Groups are requested to observe and help enforce the common rules concerning social behavior; for example, clean speech, respect for the personal and property rights o others, avoidance of unnecessary noise which might disturb other groups using the facility or citizens residing near facility and related areas.

I have read and understand and agree to comply with all the policies and procedures set forth by the Albany Parks and Recreation Department. I further agree that I am of legal age and will be personally responsible for the repair of damage to the equipment or facilities and or the replacement of missing property.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Reservations can be made over the phone with MasterCard or Visa by calling 541-917-7777, or in person at the Parks & Recreation Department offices in Albany City Hall, 333 Broadalbin Street SW.