

City of Holbrook Rental Agreement

_____ requests the use of:
Name/Organization/Event

_____ Community Center

_____ Hunt Park Concession Stand

_____ Gillespie Park

_____ Recreation Building

_____ Hunt Park Ball Fields

_____ Swimming Pool

_____ From time: _____ To time: _____
Date

REGULATIONS FOR USE OF FACILITIES

1. No smoking allowed in buildings or swimming pool.
2. The consumption of alcoholic beverages and substance abuse is forbidden at all times.
3. The use of staples, nails or thumbtacks to decorate is forbidden at all times. Use of such items will forfeit your cleaning deposit.
4. The use of the building or facility shall be granted for legitimate purposes. Therefore, the permit holder shall assume full responsibility for any unlawful acts committed in the exercise of this agreement.
5. A responsible adult must be in attendance at all times.
6. Any group or person using the facility is liable for any damage occurring to the facility or grounds during time of usage.
7. Use of Gillespie Park for car washes and Hunt Park Concession Stand is limited to non-profit organizations raising funds for a purpose, not for personal gain or for-profit business. All non-profit activity must be for a person/group that is located in Holbrook.
8. Non-profit organizations using the Hunt Park Concession Stand are responsible for cleaning the bathrooms during and after use.
9. Facilities left in an unsightly or dirty condition after usage will be cleaned by City of Holbrook employees and the deposit will be forfeited.
10. Swimming pool must be vacated by 9:00 p.m. and the ball fields by curfew. All lights must be turned off and all exterior doors locked and secured.
11. You may not enter the facility before the time you have reserved it, unless previous arrangement has been made.
12. Recreation Building and Community Center must be vacated by 11:00 p.m. All lights must be turned off and all exterior doors locked and secured.

Violation or non-compliance with any of these regulations may result in a ban from use of facilities.

I, _____ have read all the regulations and agree to abide by them.

Signature

Date

Address

Phone

Fees must be paid at time of reservation:

Ball Field Lights: _____ (# of hours) x (# of fields) x (\$10.00/hr.) = \$_____.

Ball Field Tournament Use: _____ (# of hours) x (# of days) x (\$33.00/hr.) = \$_____.

Community Center: \$50.00. Recreation Center: \$75.00. Gillespie Park: \$20.00.Cleaning Deposit: \$50.00.Key Deposit: \$25.00 Key # _____ Date Given: _____ Date Returned: _____

Facility Fee: \$_____

Total: \$_____ Amount Paid: \$_____ Date Paid: _____ Receipt #: _____

Swimming Pool

Pool Rental: _____ (# of hours) x (\$60.00/hr.) = \$_____

Number of people attending: _____.

Additional lifeguards (rental fee includes two lifeguards):

_____ (# of lifeguards) x _____ (# of hours) x (\$14.00/hr.) = \$_____

(Number of lifeguards: Up to 44 people - 2; 45 to 70 - 3; 70+ - 4)

Cleaning Deposit: \$50.00.

Total: \$_____ Amount Paid: \$_____ Date Paid: _____ Receipt #: _____

Official Use

Bathrooms	Y	N	Kitchen	Y	N
Mirrors cleaned			Floors swept and mopped		
Floors swept and mopped			Sink cleaned		
Toilets cleaned			Stove cleaned		
Sinks cleaned			Tables cleaned		
Trash cans emptied			Trash emptied		
Main Hall	Y	N	Hallways	Y	N
Mirrors cleaned			Floors swept and mopped		
Floors swept and mopped			Trash cans emptied		
Trash cans emptied					
Paper towels, toilet paper, and hand soap have been restocked.					

Notes: _____

Facilities checked by: _____

City staff

Date

Refund Deposit: ____ Yes ____ No Amount of refund: \$_____