

City of REDFIELD

Park Facilities Usage General Polices

Fees are as follows:

- Refundable deposit: \$50
- Usage Fee
 - Park Building without Kitchen: \$50
 - Park Building with Kitchen: \$75
 - Entire facility without field lights: \$125
 - Entire facility with field light: \$175

Policy:

- Rental is for a 24 hour time period.
- Application must be filled out completely and turned in at City Hall.
- \$50 refundable deposit must be paid when application is turned in to reserve usage. Deposit will be refunded once facility has been inspected after usage. Deposit will not be refunded if damage is found during inspection or if reservation is canceled less than 48hrs before scheduled usage.
- The usage fee must be paid no less than 48hrs before usage.
- Rental is 1st come, 1st serve basis.
- Kitchen and/or entire facility may not be available during ball season.
- No alcoholic beverages allowed in the park building or park facilities.
- No smoking allowed inside the building or park facilities. Smoking is only permitted in designated smoking areas.
- An adult, 21 or older, must be present at all times during usage.
- Masking/Painters tape may be used to hold up decorations. No tacks.
- Signing party will be responsible for any and all damage to the facility during usage.
- Cleaning checklist must be used when cleaning building/facilities after use.

Cleaning Checklist

- Wipe off all counters
- Empty trash cans into large dumpsters. Put trash bags into all cans.
- Clean up all spills.
- Sweep floors in the bathrooms and kitchens. Mop if needed.
- Put chairs back on the chair rack.
- Tables must be folded and placed on table dolly.
- Take down all decorations. Make sure tape is off walls and ceilings. Please use care when removing tape to prevent damage.
- Clean the bathrooms. Wipe off toilet seats and make sure all toilets are flushed. Make sure sinks are clean.
- Pick up all trash that may have accumulated around the building during use.
- Put extra trash bag in can.
- If the kitchen is used, make sure sink is cleaned, counters are wiped off, all dishes are washed and towels are hung to dry.
- Remove all personal equipment/items.
- Facility must be put back into prior condition.
- Turn off all lights and lock all doors.

Thanks,
Redfield Parks Commission

City of
REDFIELD

Park Facilities Usage Application

Name: _____ Group: _____
Address _____
Phone: _____ Alternate: _____
Date Requested _____ Time of Usage _____
Purpose of Activity: _____

Fees are as follows: Please Check one

- | | | |
|--------------------------|-----------------------------------|-----------|
| <input type="checkbox"/> | Park Building without kitchen | \$ 50.00 |
| <input type="checkbox"/> | Park Building with kitchen | \$ 75.00 |
| <input type="checkbox"/> | Entire Facility w/o field lights | \$ 125.00 |
| <input type="checkbox"/> | Entire Facility with field lights | \$ 175.00 |

Refundable Deposit \$ 50.00

Total Fee _____

It is understood by all parties that the person signing this request agrees to the general policies for the facility usage (attached) and accepts responsibility for any and all damage to the facility during time of usage.

Signature

Date

For office use only	
Deposit paid date: _____	Usage Fee paid date: _____
Inspected by: _____	
Date of inspection: _____	
Was Deposit Refunded: _____	Date of Refund: _____