

APPLICATION FOR USE OF THE GEATER/PARK CENTER

**Copy of personal picture ID is required for complete application. (Driver License, Gov. ID, or Employee ID)
Before completing application, refer to Building Rental use Policies listed on this application.**

1. Name of organization/group: _____

2. Contact person's name: _____ Telephone #: _____

3. Contact address: _____

4. Rental Facility Options:

- A. Available facility areas: Gym (500 capacity) or Multi-Purpose Room (150 capacity)
- B. Non-facility areas: Kitchen area is not available for rental – see other side per **non-use status**.
- C. Available facility items: Stackable Chairs (up to 130 chairs)
Six foot long tables, accommodating 6 per table (up to 25 tables)

5. Rental Description (Birthday party, Reunion, i.e.): _____

6. Event ages of participants (youth 17 & younger, Adult group, Families i.e.) _____

7. Area Requested: Gym _____ OR Multi-Purpose Room _____

8. Date Requested: _____ Event Time: From: _____ To: _____

9. Does the event require billable Set-Up Time? (Yes ____ or No ____) If required, all set-up time must be on the day of the event. Set -Up Time from: _____ to _____.

10. Number of persons expected: _____

BUILDING RENTAL USE POLICIES:

- A. **Gym Rentals** (Monday thru Thursday)
 - No youth (age 17 & younger) rentals accepted due to public use 9AM to 9PM.
 - Adults (age 18 & older) accepted only 10PM to 1AM.
- B. **Multi-Purpose Room Rentals** (Monday thru Thursday)
 - Youth (age 17 & younger) rentals accepted 4PM to 9PM (assuming no Park Programs/meetings).
 - Adults (age 18 & older) accepted only 4PM to 1AM (assuming no Park Programs/meetings).
- C. **Gym Rentals** (Friday, Saturday, & Sunday)
 - Friday's:** Youth rentals (age 17 & younger) 10PM to 12 midnight
Adult rentals (age 18 & older) accepted 10PM to 1AM
 - Saturday & Sunday's:** Youth rentals (age 17 & younger) morning to 12 midnight, when available
Adult rentals (age 18 & older) morning to 1AM, when available
- D. **Multi-Purpose Room Rentals** (Friday, Saturday, & Sunday)
 - Friday's:** Youth rentals (age 17 & younger) 4PM to 12 midnight (assuming no Park Programs/Mtgs).
Adult rentals (age 18 & older) 4PM to 1AM (assuming no Park Programs/Mtgs).
 - Saturday & Sunday's:** Youth rentals (age 17 & younger morning to 12 midnight, when available
Adult rentals (age 18 & older) morning to 1AM, when available
- E. **Admission Rentals:** Require prior meeting with Park Recreation Superintendent for application rental approval. All admission receipts must go to sponsor rental agency or charity organization. Admission receipts **can not** go to an individual(s). Admission rentals may require a Certificate of Insurance and deputized event law officers. See insurance/deputized event officers on the other side.
- F. **Youth Dance Rentals (age 17 & younger) must be co-sponsored by the Anderson Parks Dept.**
- G. **Adult (21 & Older) Rentals with Alcoholic Beverages – See Other Side**

FOR OFFICE USE ONLY: Posted on Calendar: Yes / No Fees Paid: \$ _____ Date Paid: _____
 Set Up Charge: **GYM:** _____ hrs X \$50 per hour = \$ _____
Multi-Purpose Room: _____ hrs X \$35 per hour = \$ _____
 Rental Time: **GYM:** _____ hrs X \$50 per hour = \$ _____
Multi-Purpose Room: _____ hrs X \$35 per hour = \$ _____
TOTAL AMOUNT DUE: \$ _____

Approved By: _____ Date: _____ Receipt #: _____

NOTE: -Application, Picture ID, payment & Hold Harmless Agreement **MUST FIRST** be received and signed to enter rental & secure rental on Park calendar. **RENTAL FEES ARE NON-REFUNDABLE FOR ANY REASON.**
-A \$35 FEE will be charged for any NSF returned check; No future rental will be allowed until FEES are obtained; Future rentals will be cash only.

ADULT (21 & Older) RENTALS WITH ALCOHOLIC BEVERAGES:

All adult (21 & older) rentals requesting alcoholic beverages require **prior** meeting with Park Recreation Superintendent for review of completed rental application and **rental approval by** Park Recreation Superintendent. Rentals involving alcoholic beverages are restricted only to adult (21 & older) rentals. No rentals involving person younger than 21 will be allowed.

- Rentals with alcoholic beverages can not sell alcoholic beverages at the rental event unless the rental organization has and provides the Park Recreation Superintendent seven days prior to the rental date an approved state Liquor license for the rental event date. Rental organizations **without an approved state Liquor License** for the rental date are allowed to only have all alcoholic beverages be brought and provided by the rental participants attending the rental event.
- All rentals with alcoholic beverages are required to provide the Park Recreation Superintendent a Certificate of Insurance at least seven days prior to the rental date with the following amounts: General Liability of \$500,000 per occurrence/ \$1,000,000 per aggregate, and name the City of Anderson, Department of Parks and Recreation as an additional named insured.
- All rentals with alcoholic beverages will be required to provide at the rental organization cost city, county, or state deputized law officers to supervise both the interior building portion being rented and the exterior building parking lot from a half hour before the rental begins, during the rental event, and a half hour after the rental ends. The rental organization must also provide the Park Recreation Superintendent a letter at least seven days prior to the rental date listing the names, cell phone numbers, and the name law enforcement agency the officer is an employee that the rental organization has hired and will be supervising the rental date.
- Number of required deputized law officers: One officer for rental events up to 100 persons; two officers for rental events from 100 to 300 persons; and 3 officers for rental events from 300 to 500 persons.

FACILITY USER FEES

Geater/Park Community Center – Multi-Purpose Room: \$35.00 per hour (includes both set-up & rental times)

Geater/Park Community Center – Gym: \$50.00 per hour (includes both set-up & rental times)

Due to public safety reasons and the need to adhere to Board of Health regulations regarding equipment, the Kitchen area can not be used for rentals. Up to 130 stackable chairs and up to 25 six foot long tables are available at no cost to rental organizations. Rental organizations preferring to provide their own chairs and tables may do so. All agency providing chairs and tables must be removed by the organization at the end of the rental. Bleachers will not be available for rentals.

HOLD HARMLESS AGREEMENT

I waive all claims against the City of Anderson for any injuries, damages, losses, or claims, whether known or unknown, which arise during or result from my participation in this activity, regardless of whether or not caused in whole or part by the negligence or other fault of any of the released parties, I release and forever discharge the City of Anderson, its agents, servants and employees, and/or any person, department, identified with City in interest of and from any and all actions, causes of action, claims, demands, costs expenses and compensation, related to any claims associated with this activity.

I agree to indemnify and hold the City of Anderson harmless from all losses, liabilities, damages, costs or expenses, including but not limited to reasonable attorney fees and litigation costs and expenses incurred by the City of Anderson as a result of any claims or suits that I or my representatives may bring against the City result of any claims or suits that I or my representatives may bring against the City to recover my losses, liabilities, costs, damages, or expenses which arise during or result from my participation in this activity, regardless of whether or not caused whole or in part by the negligence or other fault of the City of Anderson.

I have carefully read the Hold Harmless Agreement, I understand it fully and I execute it voluntarily.

EXECUTED THIS _____ DAY OF _____, 2011.

Signature

Printed Name

