

# Application for Use of Public Facilities – Party Packages



Contact Name: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Name of Ind./Org.: \_\_\_\_\_

Date(s) of Rental: Saturday, \_\_\_\_\_

Times of Rental:  2:00-4:00 PM (Sept.-Dec. & April-May)  
 5:00-7:00 PM (Sept.-Dec. & April-May)  
 4:00-6:00 PM Only (Jan. – Mar.)

*It is the policy of the City of Republic to allow the use of public facilities by members of the community, non-profit organizations, outside organizations (including for profit organizations) and school based organizations upon proper application and approval. In order to maintain appropriate use of public facilities, before use may be authorized, the policy located on the back side of this document must be read and agreed to by the responsible applicant(s). A fee for facility use will be charged to all non-school and non-governmental groups to defray the costs of cleaning, maintenance, utilities, supplies, etc.*

Party Option	Fee	Information
<input type="radio"/> Tiny Tot Party Package	<input type="radio"/> \$125.00	Ages Walking-5 Years.
<input type="radio"/> All-Star Party Package	<input type="radio"/> \$125.00	All Ages. Choose Equipment: <input type="radio"/> Parachute <input type="radio"/> Dodgeballs <input type="radio"/> Volleyball Net <input type="radio"/> Cornhole <input type="radio"/> Basketballs (Goal Height: 8ft. 9ft. 10ft.)
<input type="radio"/> Themed Party Package	<input type="radio"/> \$150.00	All Ages. Choose Theme: <input type="radio"/> Princess <input type="radio"/> Superhero
<input type="radio"/> Ultimate Party Package	<input type="radio"/> \$200.00	All Ages. Includes party goods. Choose Type: <input type="radio"/> Bubble Soccer <input type="radio"/> Laser Tag <input type="radio"/> Nerf War
<b>Add-On Packages</b>		
<input type="radio"/> Party Goods Add-On <small>Includes plates, napkins, cups, and forks for 18 people, tablecloths, three balloon bouquets and a Happy Birthday sign</small>	<input type="radio"/> +\$30.00	Choose Colors (2): <input type="radio"/> Red <input type="radio"/> Blue <input type="radio"/> Green <input type="radio"/> Yellow <input type="radio"/> Orange <input type="radio"/> Pink <input type="radio"/> White <input type="radio"/> Black
<input type="radio"/> Pizza Party Add-On <small>Pizza will be ordered when your party is scheduled to begin. Extra pizza can be added for \$8.00 per pizza.</small>	<input type="radio"/> +\$24.00	Choose Pizzas (3): <input type="radio"/> Cheese <input type="radio"/> Pepperoni <input type="radio"/> Hamburger <input type="radio"/> Sausage <input type="radio"/> Ham <input type="radio"/> Bacon
	<input type="radio"/> +\$48.00	Choose Pizzas (6): <input type="radio"/> Cheese <input type="radio"/> Pepperoni <input type="radio"/> Hamburger <input type="radio"/> Sausage <input type="radio"/> Ham <input type="radio"/> Bacon

### Party Package Reservation Policy

- All Party Packages must be reserved a minimum of 10 days in advance.
- All Party Package reservations must be paid in full at the time of scheduling.
- Rental party may arrive no more than 15 minutes prior to the party time to decorate. Any additional time must be added to the rental fee at the regular rental rate.

I have read and agree to the Party Package Reservation Policy.

Initials: \_\_\_\_\_

**Total Amount of Rental Fees:** \$ \_\_\_\_\_

*By signing below, I acknowledge that I am at least 18 years of age or older and that I have read the policy located on the back side of this document and assume responsibility and liability for any damage or loss to the facility or its contents during the use of the facility by the above-named individual/organization. I assume responsibility, whether assumed through insurance protection or personally, for any claims against the City of Republic or City personnel for any claims arising out of my/our use of any facility.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Amount Paid: \$ \_\_\_\_\_ •Cash: \_\_\_\_\_ •DC/CC: \_\_\_\_\_ •Check: \_\_\_\_\_ (Ck # : \_\_\_\_\_) Payment Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Reservation Entered in Facility Grid

Supervisor Scheduled: \_\_\_\_\_

# Application for Use of Public Facilities – Party Packages

## **Policy – Community Use of Public Facilities**

**The City of Republic recognizes that use of public facilities by individuals or organizations can benefit the citizens of the Republic community. The City of Republic may authorize use of public facilities as defined below.**

### 1. Definitions

- A. Non-Profit Organizations – shall include civic, religious, government, or community organizations that either qualify as 501-C-3 non-profit, as defined by the Internal Revenue Service, or do not operate for commercial/private gain.
- B. Outside Organizations – those organizations (including for profit organizations) whose presence benefits the City of Republic or the Republic community.
- C. School Based Organizations – those volunteer organizations generated by the existence of the school, including booster clubs, direct support organizations, parent-teacher organizations or associations, etc.

### 2. Fee Structure

- All individuals/organizations using public facilities shall agree to pay the City of Republic the rental fees as set out on the structure sheet on the front side of this document.
- Returned/Insufficient Fund Checks will be charged a \$20.00 fee and must be settled at Republic City Hall.

### 3. Regulations

- The possession or consumption of alcohol is prohibited at the Republic Community Center, Republic Activities Building, or the Republic Senior Friendship Center.
- No smoking is allowed at the Republic Community Center, Republic Activities Building, or the Republic Senior Friendship Center.
- Facilities should be used for the function for which they were listed and intended.
- User shall ensure that prior approval is received before signs or banners are erected, and that they not deface city property.
- User shall ensure that the representative specified in the agreement is present at the scheduled event.
- User shall ensure no unauthorized third party will be permitted to use the facility or any portion thereof.
- User shall ensure that children will be properly supervised with adequate adult supervision.
- User shall ensure the number of attendees does not exceed the authorized capacity.
- User shall ensure that participants are in only the requested area.
- User shall ensure that all activities are orderly and lawful.
- User shall observe the time limits that were agreed upon.
- No Call/No Show/No Pay –Please see front of document for policy and initial box.
- User shall agree to be responsible for and reimburse the Parks & Recreation Department cost associated with any repairs to, or replacement of , any property or equipment damaged, stolen or lost caused by any member of the renting organization, except for normal wear and tear as deemed appropriate by the Parks & Recreation Director.
- User shall agree to hold harmless and indemnify the City of Republic with respect to any loss, injury or damage because of negligence of the user, user’s participants, guests, groups or agents, including damage to property of the City of Republic or property for which the City is responsible.
- User shall comply with all federal, state and local laws, regulations and licensing requirements.

### 4. Preemption Privilege

- Out of necessity, the City of Republic must retain the right to cancel scheduled use of facilities.

### 5. Liability

- Any individual or organization authorized to use a public facility is responsible and liable for any damage or loss to the facility during the use of the facility. In addition, the individual or organization must either carry liability insurance, or agree to stand responsible for any liability claims made against the city for any incident that occurred in connection with the use of a public facility.
- Any responsible party found violating any of the above rules and regulations will be subject to a ban of all future rentals for a period of one year from the rental date.
- Individuals must be at least 18 years of age or older to sign as the responsible party.