

ROY CITY PARK

Roy, Washington 98580
206-843-1113

RENTAL APPLICATION

NAME OF ORGANIZATION _____.
DATE OF EVENT _____.
(Day of Week) (Month) (Date) (Year)
TIME OF EVENT (includes set-up and clean-up): From _____ to _____.
Total Number of hours requested:
NATURE OF EVENT
ESTIMATED ATTENDANCE: Adults _____ Youths _____.
* Is this a political or religious event? Yes _____ No _____.
* Is there an admission charge? Yes _____ No _____.

ACKNOWLEDGMENT

The undersigned hereby makes application to the City of Roy for use of facilities described above and certifies the information in the application is correct. The undersigned agrees to exercise the utmost care in the use of the premises. The applicant agrees to adhere to all rules and regulations on this form. The renter shall indemnify and hold harmless the City of Roy, its elected officials, its employees and agents from and against any and all claims, demands, suits, actions payments and judgments as a result of injury or death of any person or damage to any property sustained by renter, its agents, guests or employees in the execution of this rental agreement, including any and all expenses, including attorney fees and costs, legal or otherwise, incurred by the City or its representatives in the defense of any suit or claim. The City of Roy is not responsible for lost or stolen property. I also understand that all City of Roy ordinances apply to this rental application. I agree to pay damages which exceed the dollar amount of the damage deposit.

I acknowledge that I have reviewed all information on this form and the attached Facility Rental Rules and Regulations.

(Please Print) Title Name

Address Phone (Home) (Work) Street

City State Zip Signature

APPROVED?: Yes ___ No ___ By _____ Title _____ Date _____
THIS PERMIT IS NOT APPROVED UNTIL SIGNED AND RETURNED TO APPLICANT.

FOR OFFICE USE ONLY

Deposit \$ _____
Rental Fee \$ _____
Total Due \$ _____
Conditions _____
Waiting List _____.

..... **FACILITY RENTAL RULES AND REGULATIONS**

1. A completed facility application and damage deposit are required before the facility may be booked. (No phone reservations accepted). Reserved facility rental must be paid at least 30 calendar days before said event, unless otherwise stated on this application. Damage deposit refund checks are processed through the City of Roy after your event. Issuance of said check takes approximately seven working days and will be sent to the address of the "person in charge" listed on your application unless otherwise notified.
2. Reservations maybe made a maximum of 12 months prior to desired date.
3. Any organization destroying City properties will be held responsible for costs of repairs or replacement.
4. Rice, confetti, glitter, etc., are not permitted.
5. For your protection, City of Roy recommends that all renters obtain public liability insurance for their event. This insurance would protect you and your guests while using City property and is to indemnify against loss resulting from bodily injury and/or property damage. An insurance broker of agency can help you obtain the proper coverage.
6. The City reserves the right to immediately terminate this agreement, and the applicant agrees to immediately vacate the premises upon notice of the termination by authorized City personnel, upon any of the grounds set forth below.
 - a. Physical damage to City property caused by an attendee, whether invited or not; or
 - b. Violation of any law, ordinance or regulation of the State of Washington, County, or City by any attendee, invited or not.
7. Parking is available as shown on the attached map. Please restrict parking to designated areas.

..... **CLEANING-CHECK IN/OUT PROCEDURES**

- A. We request that you leave the facility in the same condition as when you arrived. This includes the restrooms. Do not throw rice, confetti, or glitter on City property. The cost of any cleaning or repairs that require City personnel will be deducted from your damage deposit. All cleaning must be done immediately after your event. All trash will be placed in proper receptacles and secured.
- B. Remove all decorations and all other items brought to the facility.