

**PORTAGE PARKS AND RECREATION DEPARTMENT
FACILITY RENTAL CONTRACT
City of Portage**

Name of Renter (please print) _____

Organization / Business Represented (if applicable): _____

Purpose or Function of Rental: _____

Address of Renter: _____

City _____ Zip _____

E-mail _____

Telephone _____ Cell _____

Facility Requested: _____

Date of Rental: _____ Estimated Time of Use: _____

Estimated Attendance? _____

Despite the variety of risks that may be present, I hereby release and waive any liability claim against the City of Portage, its employees, its agents, and the Portage Community School District, with respect to any and all claims for injury, disability, death, or loss or other damages based on negligence, related to my, or my parties use of a City of Portage facility.

I understand that I may bargain for a different waiver of liability terms. However, I hereby waive my right to bargain for different waiver of liability terms. I have read this Release and Waiver of Liability and understand its terms. I know that I am giving up substantial rights by signing it, but I do sign it freely and voluntarily.

LESSEE (Renter) SIGNATURE: _____ DATE: _____

Please note: The Parks and Recreation Director, or designee, reserves the right to cancel and/or relocate any reservation, if the reservation threatens the integrity of the park and/or facility due to; 1) misrepresentation of information on application, 2) unsafe facility conditions, 3) weather conditions.

LESSEE (Renter) SIGNATURE _____ DATE _____

For Office Use Only:

Fee: \$ _____ + \$ _____ Total \$ _____
(rental fee) (tax)

Department Approval Signature/Stamp _____ Date: _____

(OVER)

FACILITY RENTAL INFORMATION

FACILITY USE ELIGIBILITY:

1. Reservations for an upcoming year will be accepted beginning the first working day in January of the current year.

FEES

1. Park Shelters

Tier 1 shelter rentals

Weekday: \$40/\$60

Weekend: \$50/\$70

Tier 2 shelter rentals

Weekday: \$30/\$50

Weekend: \$40/\$60

Tier 3 shelter rental

Weekday: \$20/\$40

Weekend: \$30/\$50

Tier 1 – Collipp Worden 1, Goodyear Shelter 1, Pauquette Shelter 1, Sunset Shelter, Silver Lake Shelter

Tier 2 – Collipp Worden 2, Lawton Shelter, Pauquette Shelter 2

Tier 3 – Pauquette Gazebo, Pine Meadow, Cattail, Woodridge, Goodyear Shelter 2, Lincoln, Sanborn

2. Agriculture Building - \$100/day
3. Bidwell Building - \$100/day;
4. Building 7 - \$100/day
5. Building 6 - \$125/day (restrooms included)
6. Building 8 - \$125/day(May 1 – September 31), \$200/day (October 1 – April 31)
7. Ball Fields - \$75/day; Lights & Lining/Field Prep - \$125/day
8. Grandstand & Track - \$250/day
9. Horse Arena - \$100/day
10. Greenspace - \$75/day

CANCELLATIONS: Refunds for facility rentals will be granted if request is made (30) thirty days prior to the scheduled rental date. A \$5.00 service charge for processing all refunds will apply. If rental party cancels with less than (30) thirty days of notice, they may receive a full refund minus the \$5.00 processing fee only if shelter is rented by another party.

CLEAN-UP & DAMAGE POLICY: The facility is expected to be left in the condition the Renter found it in. Renter is required to remove any decorations, tape, string, twine, etc. at end of permit. Renter is responsible and will be billed for any damage and/or unusual or unnecessary clean-up that is required.

PARK RULES – MUST BE OBSERVED AT ALL TIMES

1. Park Hours: 8:00 am to 10:00 pm
2. No Glass Containers or Bottles
3. No Motor Vehicles allowed on the grass
4. No Pets allowed in the parks
5. Any Damage to the park will be charged to the authorized party
6. City is not responsible for lost or stolen articles
7. Parks shelters must be cleaned after use to prevent any additional fees

IMPORTANT PHONE NUMBERS: Calls must be placed in the following order if there is a facility **emergency.**

Toby Monogue

608-697-3500

Portage Police Dispatch (Weekends)

608-742-2171

Portage Police Department (Weekdays 8am-4:30pm)

608-742-2174

(NOTE – if you pop a circuit breaker and are left without power at outlets, we will not send someone out to repair breaker until Monday morning or the following City of Portage work day)