

**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 (Party/Reunion/etc.): \_\_\_\_\_

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  
(Resident Price / Non-Resident Price)

Tier 1 shelter rentals  
Weekday: \$45 / \$70  
Weekend: \$55 / \$80

Tier 2 shelter rentals  
Weekday: \$35 / \$60  
Weekend: \$45 / \$70

Tier 3 shelter rental  
Weekday: \$25 / \$50  
Weekend: \$35 / \$60

*Tier 1 – Collipp Worden 1, Goodyear Shelter 1, Pauquette Shelter 1, Pauquette Beasley, 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 - \$150/day
3. Bidwell Building - \$150/day;
4. Building 7 - \$150/day
5. Building 6 - \$150/day (restrooms included)
6. Building 8 - \$200/day
7. Ball Fields - \$75/day; Lights & Lining/Field Prep - \$125/day
8. Grandstand & Track - \$250/day
9. Horse Arena - \$100/day
10. Greenspace - \$100/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:** Please call the Portage Police Dispatch in the event of an **emergency.**

Portage Police Dispatch (Weekends)

608-742-2171

**(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)**