

**“PAVILION/PARK USE APPLICATION”**  
**CITY OF ROMULUS**

Name/ ORGANIZATION (must be at least 21 to rent) \_\_\_\_\_

ADDRESS \_\_\_\_\_

Phone/Home \_\_\_\_\_ Phone/Other \_\_\_\_\_

Secondary Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

DATE OF USE \_\_\_\_\_ Rental Times (includes set-up & clean-up) \_\_\_\_\_

Purpose of Function \_\_\_\_\_

**FACILITY REQUESTED: (All parks with power have a limited use of 120 volts and 20 amps)**

\_\_\_\_\_ Pavilion at MaryAnn Banks 37200 Goddard Road, Romulus, MI 48174 (**Has Power**)

\_\_\_\_\_ Pavilion at Historical Park 11147 Hunt Street, Romulus, MI 4174 (**Has Power**)

\_\_\_\_\_ Gazebo area at Historical Park 11120 Hunt Street, Romulus, MI 48174

\_\_\_\_\_ Elmer Johnson Pavilion 9755 Ozga Road, Romulus, MI 48174 (**Has Power**)

\_\_\_\_\_ Elmer Johnson Baseball Diamond B 9755 Ozga Road, Romulus, MI 48174

\_\_\_\_\_ St. John’s Lodge Pavilion 31800 Beverly Rd. Romulus, MI 48174

This Rental Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2017 between \_\_\_\_\_ whose address is \_\_\_\_\_ hereinafter referred to as the “Renter” and the City of Romulus whose address is 11111 Wayne Road, Romulus, MI 48174, hereinafter referred to as the “City”.

Whereas, the Renter wishes to secure the following properties and the City wishes to rent or execute:  
**IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:**

**RENTAL FEES**

**Deposit:** A refundable deposit in the amount of \$25.00 is due upon signing of contract.

**Resident Rental Fee:** A \$100.00 rental fee, including pavilion and picnic tables or \$80.00 rental fee for Baseball Diamond B will be paid no less than 30 days before rental.

**Non-Resident Rental Fee:** A \$125.00 rental fee, including pavilion and picnic tables or \$105.00 rental fee for Baseball Diamond B will be paid no less than 30 days before rental.

The remainder balance of \$ \_\_\_\_\_ to be paid by close of business on \_\_\_\_\_.

**CANCELLATION POLICY**

Security Deposit and Rental Fees are fully refundable if event is cancelled 30 days or more prior to your event. If event is cancelled less than 30 days of scheduled date there will be no refunds. If the Recreation Department has to cancel the rental due to weather or any unforeseen reason, the park rental may be rescheduled at the next available date or receive a full refund.

**City of Romulus**  
**Pavilion Rental Rules and Regulations**

We are pleased to have you use our pavilion. In order to maintain this facility as a clean and attractive place, we need your cooperation regarding the following rules and regulations:

- Based on availability, the pavilion may be rented from 10:00 a.m. to 10:00 p.m. **NO EXTENSIONS WILL BE ALLOWED.**
- The City shall retain the right to refuse entry or dismiss from the pavilion/park anyone not in accordance with pavilion/park rules. If the Renter fails to adhere to the rules set forth in the Rental Agreement, the City through its representative reserves the rights to disband the event.
- Premises **MUST** be vacated at the specified time agreed upon or your security deposit is forfeited.
- Groups will set up their own equipment, tables, chairs, etc. and are responsible for returning the equipment moved back to its original position at the end of program, unless arrangements are made with the City.
- All groups are responsible for damages and losses occurred during stay. Parks will be checked before and immediately after rental.
- The Renter and their participants shall not possess, distribute, or sell any alcoholic beverages.
- Alcoholic beverages, Drugs, or non-prescribed medication will not be allowed in any city park.
- No thumbtacks, push pins, staplers, nails or adhesives of any kind may be used to affix anything to the posts or floors.
- Glitter, confetti or other similar substances may not be used.
- Parking will be confined to designated parking area only.
- Band or DJ music may not exceed “acceptable” noise level; City representative is solely responsible for determining acceptable level. The City of Romulus may control music volume if necessary.
- Light fixtures, plumbing fixtures, etc. are never to be removed or tampered with.
- No person under the age of 18 may be left unsupervised in the pavilion. Adult supervision is required at all times.
- Renter is responsible for bringing in and removing all personal items during their arranged rental period. If you fail to leave at the agreed upon time, your security deposit will be forfeited. Any items left behind will be discarded.
- All trash items must be bagged and tied closed and placed into dumpster (if there is a dumpster on site).
- Activities allowed on the premise are limited to family oriented events. No adult entertainment, bachelor or bachelorette parties are permitted.
- Any damages to the pavilion during event, including any picnic tables that are not deemed by the City to be a “normal wear” damage item will be charged to the Renter at replacement cost. If Renter notices any damage before or during event the Renter must bring it to the City representative’s attention immediately.
- Any and all damage to the pavilion during rental time will be the responsibility of the renter as signed below.
- Individuals and groups using this pavilion shall abide by all local, state and federal ordinances, laws and statutes. Violations will include forfeiture of deposit, prosecution and prevention of future use of City of Romulus facilities.

I (we) hereby release the City of Romulus, its employees and agents, from any responsibility whatsoever for any personal injuries, damages, use of photographs or loss of equipment resulting from and/or arising out of such use, and I (we) specifically agree to that this release and hold harmless shall apply to any and all claims or damages arising out of consumption or use of **ALCOHOL BEVERAGES**.

I (we) have further read the policies and rules governing the use of the pavilion and agree that we will abide by all rules and policies established for the pavilion’s use. We agree also that our group will leave the pavilion/park in good condition. It is also understood that all setting up of equipment, taking down and cleaning will be our group’s responsibility before leaving the pavilion/park, unless other arrangements have been made.

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

Print Name: \_\_\_\_\_

## Pavilion/Park Inspection Checklist

Name/Organization: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Pavilion: \_\_\_\_\_

\_\_\_\_ Trash bagged, tied closed and placed in dumpster (if there is a dumpster on site).

\_\_\_\_ Personal items removed from pavilion/park.

\_\_\_\_ Decorations removed.

\_\_\_\_ Floors left without damage or debris.

\_\_\_\_ Posts of pavilion left without damage.

\_\_\_\_ Picnic tables left without damage and moved back under pavilion.

### Restrooms:

\_\_\_\_ Toilets flushed and in good working order.

\_\_\_\_ Counters/sinks clean of debris.

This checklist is intended to be a guideline in letting you know what we expect from you, our renter. It is not an exclusive listing of possible damage that could occur.