

# YOUTH CENTER FACILITY USE AGREEMENT

City of Pleasant Hill, 5160 Maple Drive, Suite A, Pleasant Hill, IA 50327

Phone: 515-262-9368 Fax: 515-262-9570

**After Hours Pager: 208-5216**

**RESERVATION INFORMATION:** \*Please note that Start and Exit times must include time used for set-up and clean-up. Set-up time on the day prior to the event may be granted free of charge if specified below. Requested day-prior set-up time is subject to change due to facility availability.

Event Date: Month/Day/Year	Start Time	Exit Time	Total Hours	Total Charge

**Please specify here if you are requesting set up time prior to the event date:** \_\_\_\_\_

Contact Person \_\_\_\_\_ Group or Organization \_\_\_\_\_

Facility Requested \_\_\_\_\_ Purpose of Event \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

**RELEASE OF LIABILITY**

The undersigned, being of legal age and in consideration of the opportunity to use certain facilities of the City of Pleasant Hill Parks and Recreation Department, and to participate in the activity identified above, hereby agree to assume full responsibility for any risk resulting from participation in any activity, and I further agree to indemnify and hold harmless the City of Pleasant Hill, the Parks & Recreation Department, their officials, and officers, employees, agents, and representatives, from any and all claims, causes of action, demands, and expenses of every kind, resulting from or relating to a third party or his/her property, arising out of use of the facilities or relating to the activity which is the subject matter of this executed form.

Further, I have read and understand the Park Regulations, as codified at Chapter 47 of the City Code, and the Pleasant Hill Parks and Recreation Facility Use Policy, and agree to abide by them, to ensure that other invited participants abide by said regulations and conditions, to assume responsibility for any theft, loss or damage of equipment, facilities, and grounds as a result of such use, and to fully reimburse the City for the expense of any theft, loss or damage, including excessive cleanup.

**CONDITIONS**

The contact person must be a resident or business of Pleasant Hill. Smoking and alcohol is prohibited in all indoor facilities. Indoor facilities can be occupied after 5:00 a.m. and must be vacated by midnight.

Keys need to be picked up at city hall, during regular business hours the day of the event. For weekend rental, keys may be picked up on the Friday prior to the event. The contact person shall return the key to the City Hall no later than 4:00 p.m. of the next working day. If the key is lost or stolen the contact person is responsible for the cost of changing the locks & keys on the facility. The contact person is responsible for reporting any loss or damage, including loss of key, to the Pleasant Hill Police Department at 265-1444.

Indoor facility damage deposit of \$100 must be paid at the time the key is picked up. The entire deposit will be retained if the condition of the facility is not left in accordance to the facility inspection form. To avoid any misunderstanding the renter is encouraged to complete the facility inspection form and return it with the key. Damage deposit will be returned upon completion of facility inspection and no sooner than noon of the next working day.

Refunds of rental fees, less a \$50 cancellation fee, will only be granted with just cause. Cancellations must be made 30 days prior to the reserved date in order to receive a refund. Appeals for refund can be made to the Park & Recreation Commission.

If the renter does not abide by the facility use policy, the renter will no longer be allowed to rent any facility of the City of Pleasant Hill. The City of Pleasant Hill reserves the right to refuse and cancel any rental at any time. Discrepancies will be reviewed by the Park & Recreation Commission.

\_\_\_\_\_  
RENTER'S Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CITY REPRESENTATIVE'S Signature

\_\_\_\_\_  
Date

**Make checks payable to the City of Pleasant Hill**

Rental Paid \_\_\_\_\_ Cash \_\_\_\_\_ or Check # \_\_\_\_\_ Receipt \_\_\_\_\_ Processed by \_\_\_\_\_ Date \_\_\_\_\_

Deposit Paid \_\_\_\_\_ Cash \_\_\_\_\_ or Check # \_\_\_\_\_ Key Number \_\_\_\_\_ Processed by \_\_\_\_\_ Date \_\_\_\_\_

Key & Deposit Return Date \_\_\_\_\_ Deposit Returned To Whom \_\_\_\_\_ Processed by \_\_\_\_\_

Deposit Retained (explanation) \_\_\_\_\_ Deposit Retention Authorized by \_\_\_\_\_ Date \_\_\_\_\_