

# Thomas Township Parks and Facility Rental Rules

1. Thomas Township facilities shall be rented on a first-come, first-serve basis. Thomas Township residents can make reservations starting the first work Monday of January. Non-residents can start reserving the first work day in February. Reservations may be held for 10 days without payment, but shall not be considered final until the applicable Rental Agreements are completed, deposits/fees are paid, and insurance is filed, if required. If payment and paperwork is not received by the 10<sup>th</sup> day, the reservation will be terminated.
2. Refunds for pavilion reservation cancellations require a 14-day written notice or no refund will be granted. Cancellations received 14 days or more before the date reserved will be granted a full refund minus a \$20.00 service fee. If a park or facility is closed due to adverse weather conditions or other causes beyond the control of the Township (plumbing or electrical failure), a full refund shall be granted or an attempt will be made to accommodate another date.
3. The Township will have priority use of said facilities for any official meetings or business. A rental contract approval may be withdrawn if the facility is needed for township use with reasonable notice provided.
4. The contract holder agrees to hold harmless Thomas Township and its employees from any expense or cost in connection with the use of Township facilities and further agrees to assume all responsibility for liability of any kind.
5. A copy of homeowner's insurance with at least \$300,000 Personal Liability Insurance is required and must be provided with the rental fee.
6. A \$200 deposit is required at the time of reservation. The deposit will be returned in full after a Thomas Township Employee has inspected the rented space and no damages are found. If damages are found, the deposit will not be returned.
7. Gambling, of all types, is prohibited in all facilities.
8. Any fundraising activities must be specified on the rental contract and be approved by Park Commission.
9. The operation and parking of motor vehicles is permitted in designated parking areas **ONLY**.
10. No loud music or DJ's are allowed in park unless it is an approved event by the Park Commission.
11. The use of adhesive tape, staples, nails, etc. on pavilion or any other park structures is prohibited.
12. All pavilion users must pick up and clean the pavilion, tables and area surrounding their rented space before leaving. Tables must remain inside pavilion areas at all times.
13. A personal canopy, tent, or inflatable (such as a bounce house) is **PROHIBITED** in the park at any time.

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14. No organization may reserve the entire park for any event that excludes the public from using the park unless otherwise approved.
15. Any variation of these rules must have specific approval of the Thomas Township Parks
16. The Thomas Township Park Commission reserves the right to refuse any request for park use.
17. Pavilion rentals may not set-up prior to the rental date. If renters would like to set up prior to their reserved date, the day/days they wish to set up must also be rented as well.
18. The renter is legally responsible for any/all damage or accidents which may occur in the rented facility. Thomas Township shall not be liable for any personal injury or damages that may occur during the rental period.
19. If there are any problems with the facility on the day of the reservation, it is the responsibility of the contract holder to notify Thomas Township on the next business day.