

Parks & Facility Rental Rules

- Thomas Township facilities shall be rented on a first-come, first-serve basis. Thomas Township residents can reserve starting first working Monday of January, non-residents can start reserving in February. A reservation may be confirmed, but shall not be considered final until the applicable Rental Agreements are completed, deposits/fees are paid, and insurance is filed, if required.
- Reservations may be held for 10 days without payment. If payment and paperwork is not received by the 10th day, the reservation will be terminated.
- The rental contract must be completed by a person of at least 18 years of age who represents the organization/group requesting the use of the facility. The person completing the contract is responsible for the conduct of the group, all fees and charges, and to ensure that the facility is left in the appropriate condition. They will be liable for any damages.
- Reservations made for organizations and/or groups of minors must be made by a responsible adult. There must be sufficient adult supervision at all times during the rental period to assure proper conduct of the group.
- The rental fee must be paid in full along with the Rental Agreement must be completed and submitted in order to finalize a rental reservation for all pavilion rentals.
- 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 A rental contract approval may be withdrawn if the facility is needed for official use with reasonable notice provided.
- 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.
- A copy of homeowner's insurance with at least \$300,000 liability and Thomas Township listed as "additional insured" is required and must be provided with the rental fee.
- A \$200 damage 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 and excess cleaning is not required. If damages are found, the deposit will not be returned.
- Refunds for pavilion reservation cancellations require a 30-day written notice or no refund will be granted. Cancellations received 30 days or more before the date reserved will receive 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 scheduled to accommodate another date.
- Decorations shall only be erected and taken down in a manner not causing any damage to tables, ceilings, walls, or doors.

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- All chairs and tables must be cleaned and returned to proper location. Do not drag or slide tables and chairs across the floor as damage to the tables may occur. Tables and chairs are not to be removed from the premises and shall be free of tape, staples, or other materials.
- All trash must be placed in the trash bins or bagged and placed next to trash bins.
- Leave premises in the same condition as it was rented to you. No personal property or food shall be left on the property.
- Failure to clean the pavilion area, return tables and/or chairs back to their proper locations and/or any damage to the pavilion or chairs may result in loss of the \$200 damage deposit.
- Gambling, of all types, is prohibited in all facilities.
- Possession of weapons, firearms, drugs or controlled substances are prohibited
- Any fundraising activities must be specified on the rental contract and be approved by Park Commission.
- The operation and parking of motor vehicles is permitted in designated parking areas **ONLY**.
- No loud music or DJs are allowed in park unless it is an approved event by the Parks Commission.
- The use of adhesive tape, staples, nails, etc. on pavilion or gazebo support posts is prohibited.
- A personal canopy, tent, or inflatable (such as a bounce house) is PROHIBITED in the park.
- No organization may reserve the entire park for any event that excludes the public from using the park unless otherwise approved. A separate Event Request form that is required.
- Any variation of these rules must have specific approval of the Thomas Township Parks and Recreation Commission.
- Thomas Township Parks and Recreation Commission reserves the right to refuse any request for park use.
- Pavilion rentals may not set-up prior to the rental date. If pavilion rentals would like to set up prior to their reserved date, the day/days they wish to set up must also be rented as well.
- 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.
- 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.