



CITY OF KEARNEY PARK & RECREATION DEPARTMENT

FACILITY RENTAL APPLICATION

1930 University Drive
Kearney NE 68845
308-237-4644
rleach@kearneygov.org

Mon.-Thurs. 7:30am-5pm
Fri. 7:30am-12:00pm

OFFICE USE ONLY: Calendar: [ ] Copies: [ ]
Fee: \_\_\_\_\_ Paid: \_\_\_\_\_ Cash/Credit/Check

RENTAL DESCRIPTION, DATE AND TIMES

Event Name: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Day of Week: \_\_\_\_\_ Month: \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Set-up and clean-up must take place during these times.

APPLICANT INFORMATION

Primary Contact: \_\_\_\_\_ Company/Organization: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Indoor Facilities: The Harmon Park Activity Center, ERC Building, and Mitzi's Pavilion are fully enclosed buildings...
Harmon Park Activity Center:
[ ] River Birch Room: \$25 an hour/\$30 an hour on recognized holidays. Access to 14, 8-ft tables and 92 chairs.
[ ] Sycamore Room: \$25 an hour/\$30 an hour on recognized holidays. Access to 14, 8-ft tables and 92 chairs.
[ ] Kitchen: \$50 when rented with the Sycamore Room.
[ ] Conference Room: \$15 an hour with a two-hour minimum rental.
ERC (Environmental Resource Center) and Mitzi's Pavilion - Yanney Park:
\$25 an hour/\$30 an hour on recognized holidays
[ ] ERC: 10, 8-ft tables and 1, 6-ft table and 75 chairs
[ ] Mitzi's Pavilion: 9, 6-ft table and 2, 4-ft tables and 50 chairs
[ ] Cottonmill Lodge: Only available April-October (no heat). This facility requires a key. Renter must pick key up by 12:00pm Friday for weekend rentals. This is not a supervised facility. \$25 an hour. Access to 7,8-foot tables and 30 chairs.

Open Shelters: These structures are open air shelters to enjoy the park atmosphere.
Harmon Park:
[ ] Sertoma Shelter (cap 72-100) \$75 [ ] Sonorium East (cap. 54-72) \$50 [ ] Sonorium West (cap. 24-32) \$35
Cottonmill Park:
[ ] East Shelter (cap 36-48) \$50 [ ] West Shelter (cap 36-48) \$50
Centennial Park:
[ ] Centennial Shelter (cap 100- 120) \$75
Yanney Park:
[ ] Rotary Shelter (cap 84-112) \$75
Other Shelters Available:
[ ] Dryden Park Shelter [ ] East Brooke Park Shelter [ ] Harvey Park Shelter [ ] Nina Hammer Park Shelter [ ] Pioneer Park Shelter (cap 24-36) \$35

Other locations: \_\_\_\_\_

NOTICE: There are separate forms for weddings, outdoor performances or other large events.

## RENTAL DETAILS

Please check "yes" or "no" to each of the following.

|   |                              |                             |
|---|------------------------------|-----------------------------|
| Is your event open to the public                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you planning to charge registration/admission fee | Yes                          | No                          |
| Are you planning to bring a Bounce House/Canopy       | Yes                          | No                          |
| Will you be selling food or beverages                 | Yes                          | No                          |
| Will there be live or amplified music                 | Yes                          | No                          |
| Are you hiring a third party vendor                   | Yes                          | No                          |
| Will you be decorating the facility                   | Yes                          | No                          |

If reserving ERC, do you request assistance from the Park Ambassador to help elderly or disabled to get to the location or to help transport small items (only available April – October)?    Yes    No

If yes, please provide the times you need assistance. \_\_\_\_\_

## TERMS AND CONDITIONS

Please **initial** the following to acknowledge you have read and understand the requirements:

\_\_\_\_\_ I am aware I am responsible for my own set-up and clean-up of the facility. I am aware my rental time starts and ends at the times I have stated on the application. I am aware that I cannot place any items in the facility prior to the event or leave any items in the building. The City of Kearney is not responsible for items left in the building. I am aware only the room I have reserved can be utilized.

\_\_\_\_\_ I am aware that smoking and animals are not allowed in any indoor facility and alcohol is not allowed in any City Park or at any City facility. We reserve the right to suspend activity if alcohol is present.

\_\_\_\_\_ I am aware when reserving the ERC Building, Mitzi's Pavilion or the Harmon Park Activity Center that there is no key for the building. A Facility Supervisor will be provided for the duration of your rental. If any changes in rental time is necessary, I must contact the Park and Recreation office at 308-237-4644 no less than two weeks prior to my event. I understand my request to adjust time might not be approved.

\_\_\_\_\_ I am aware if I have reserved the Cottonmill Lodge, I need to pick up a key the day before my event. If event is on the weekend, the key needs to be picked up by 12:00pm the Friday prior.

\_\_\_\_\_ I am aware there is a Cancellation Policy. The Kearney Park and Recreation office needs to be notified at 308-237-4644 to cancel reservation. No refunds are issued if less than a 30-day notice is given. If the notice is given 30-days or more, there is a \$30 cancellation fee for indoor facilities. There is a \$15 cancellation fee for shelters, amphitheaters or weddings. I understand there is no refund due to inclement weather.

\_\_\_\_\_ I am aware that all youth groups must have approved number of adult sponsor's present at all time.

\_\_\_\_\_ I am aware that no individual person or private business fundraising or sale of products is allowed at any City Park or facility (example; Pampered Chef, Tastefully, Plexus, etc., cannot be sold at any events).

\_\_\_\_\_ I am aware that items may not be attached to the painted walls or ceilings.

\_\_\_\_\_ I am aware that the use of glitter is prohibited at all Kearney Park and Recreation facilities.

\_\_\_\_\_ I am aware weather emergencies, health pandemic, or civil unrest may require the City of Kearney to terminate rentals with full refunds.

\_\_\_\_\_ I acknowledge the City of Kearney is not responsible for circumstances beyond its control such as bees, mosquitoes, inclement weather, vandalism, etc.

\_\_\_\_\_ I accept full responsibility for all guests that attend my function at the Harmon Park Activity Center. I understand only the room I have reserved can be used. The hallway and lobby are not to be used as an overflow activity or play area.

\_\_\_\_\_ I am aware I will receive a Rental Procedures and agree to abide by them and their conditions.

All requests are tentative until application is approved and returned.

The applicant is the authorized agent of the group submitting this application. The applicant (and his/her organization if applicable) making this application understand and agree to assume all risk for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the City of Kearney. The applicant further agrees that in consideration of being permitted to use said facilities, he/she and the group will defend, indemnify and hold harmless the City of Kearney, and their agents and employees harmless from any loss, claims and liability or damages and/or injuries to persons and property that in any way may be caused by the applicant's use or occupancy of the facilities.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

KPR Approved by: \_\_\_\_\_ Date: \_\_\_\_\_