



Highland Parks & Recreation Facility Permit

Date of Application:	_____
Staff Initials:	_____
DL or State ID#:	_____
Receipt Number:	_____

Permit Holder: _____ Organization: _____

Highland Resident Non-Resident Phone: _____ E-mail: _____

Facility: _____ Event: _____ Alcohol* IN ATC Permit attached

Date: _____ Start Time: _____ End Time: _____ Insurance attached

Headcount: _____ Tables: _____ Chairs: _____ Food/Gift Tables: _____ Room Style (see options on back): _____

\$ _____ Base Rate
 \$ _____ X _____ Additional Hours
 \$ _____ Other - _____
 \$ _____ Other - _____
 \$ _____ Tax**
 \$ _____ Damage Deposit
 \$ _____ Security (if applicable)
 \$ _____ **Total Due**

Special Instructions / Additional Dates:

Full payment for most events due at time of booking.
 A non-refundable 20% deposit is due for large fieldhouse events at booking or a minimum of 60 days prior to event. Balance due 7 days prior to event.
 **Non-profit organizations wishing to waive rental sales tax must submit their ST-105 form (IN DOR General Sales Tax Exemption Certificate).

Terms and Conditions:

- **Permit Holder (PH):** must be 18 years of age or older and present, in physical possession of the signed Facility Permit during entire rental.
- **Check in:** For a Lincoln Community Center (LCC) facility rental, PH must check in at park office with state photo ID upon arrival.
- **Time in/out:** PH will be let into the room at the rental start time, not before. All decorating set-up & clean-up must be done within rented time. Highland Parks & Recreation Department (HPRD) will not accept deliveries prior to rental start time (i.e. balloons, flowers, food, etc.).
- **Check out:** Building supervisor will conduct facility inspection and require PH signature on Room Condition Report at rental end time.
- **Occupancy:** Number of guests must be limited to the max occupancy the rented facility allows. Capacities are listed on the back side. All guests are to stay in the immediate area rented and are the responsibility of the PH. Minors must be supervised and controlled at all times.
- **Decorations:** No tape or nails on walls, ceiling, doors, or windows. No glitter, no confetti, and no silly string. We suggest using removable mounting putty or free-standing decorations such as cardboard cut-outs, balloon bouquets, or floral/decorative centerpieces.
- **Inflatable Bounce Houses:** If base is larger than 14'x14', an insurance policy in the amount of \$1,000,000 per occurrence naming the Town of Highland as additional insured is required. In LCC: Only permitted in banquet hall (must be under 14' tall) or 108/109 (must be under 11.5' tall). Bounce house will effect room occupancy and must run on 110v. Outdoor: must run on generator.
- **Music:** Bands, DJs, or amplified speakers require pre-approval and will not be permitted with another rental already booked in a nearby room.
- **Food:** Prepared food, canned heat for warming food, and non-alcoholic beverages are allowed in all rented rooms. No cooking or food prep.
- ***Alcohol:** Permitted only in the LCC Banquet Hall with 30 days' notice and through a properly licensed caterer (must provide a copy of permit from the Indiana Alcohol & Tobacco Commission and certificate of liability insurance naming HPRD as additional insured). Additional fee required to cover two security officers at the going rate for the Highland Police Department.
- **Cleaning and Damage:** Facility must be left in the same condition as before the event. PH is to clean up within rented time to avoid charges. All trash must be placed in receptacles. Labor and materials needed for any extra cleaning or repairs will be deducted from damage deposit.
- **General Rules:** All functions conducted in HPRD facilities must be in accordance with HPRD'S rules, regulations, and ordinances, and therefore, any violation of the aforementioned may result in revocation of the permit. Rules and regulations are subject to change without notice.

AGREEMENT:

By signing below, I certify that I agree to follow the guidelines and policies set forth in the Facility Permit. I understand permission to use the facilities may be revoked if there is a violation by myself or any member of my party to these policies. I further understand that the use of any equipment that is not the property of the Town, such as inflatables, grills, etc., is at my own risk.

It is fully understood and agreed by the parties that the Permit Holder guarantees to defend, indemnify and hold harmless the Highland Parks and Recreation Department, its employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this agreement.

I may be held financially responsible for any/all damages accrued during my rental period, for any extra cleaning needing to be done, or for late check-out (going over the allotted time contracted in the Facility Permit). Any charges owed to Highland Parks & Recreation will be withdrawn from the Damage Deposit (if applicable). Any additional money owed will result in the Permit Holder being billed. In addition, excessive damage or failure to pay money owed may result in refusal of services for future room reservations and/or legal action.

Signature of Permit Holder: _____ Date: _____ Revised 6.9.23

GENERAL PARK RULES:

The Town of Highland prohibits the following by ordinance in all park areas: advertising, alcohol/drugs, archery, ATV vehicles, camping/sleeping, defacing park property, destruction of landscape, disorderly conduct, dumping/littering, firearms, fireworks, gambling, glass containers, golfing, harassing wildlife, horses, metal detectors, mopeds, motor vehicles, open fires, overnight parking, snowmobiles, soliciting, and swimming. Pets must be on leash at all times and owners are responsible for handling pet waste. Grills may not be left unattended under any circumstances. All individuals must vacate premises in compliance with scheduled park hours (5am-10:30pm). Baseball is permitted only at Homestead and Markley Parks. Please call 911 for violations or notify HPRD at 219-838-0114 if a facility is in need of repair.

SHELTERS:

Available to rent by the day on first come, first served basis and can accommodate up to 250 people. Fees cover placement of picnic tables and trash cans. Reservations require 8-day notice. All shelters have nearby restrooms. Not all have electric available. Vehicles must remain off grass and walkways. Outside vendors utilizing the space in conjunction with a rental must be written under "special instructions" and cannot be open to the public.

MAIN SQUARE PARK GAZEBO:

Only available to rent for wedding ceremonies unless special event is approved by Park Board. From May through September, the following items may be in the park: tents, picnic tables, bleachers, etc. Only the gazebo is included for the standard ceremony rate, not the surrounding park. Restrooms will be unlocked for rentals. Electrical service is available upon request. Decorating and chairs are the responsibility of PH.

LINCOLN COMMUNITY CENTER:

Room rentals include (depending on availability): set up of tables and chairs and placement of trash can(s). Tobacco and e-cigarettes are prohibited on premises. Upon satisfactory inspection, damage deposit refund checks should be mailed within two weeks following rental.

Room Style Options: Meeting, registration, banquet, dancing, classroom, presentation, or performance. See diagrams in park office for clarification. Any other style must be drawn and attached to the permit. Number of chairs are limited to the room's capacity.

Room Capacities: 108 (39 people), 109 (39), 112 (30), 113 (27), 115 (29), 116 (31), 118 (31), Banquet Hall (256). Capacities are regardless of age. Occupancy beyond the limit will be considered a fire code violation. Room set-up style may decrease capacity.

Furnishings and Property: HPRD property must remain in the rented space. All personal property of those using the facility must be removed from the facility upon termination of use. Outside tables and chairs require approval.

Safety and Security: Exits must be kept clear of debris, chairs, and other obstructions that would be considered fire hazards. In an emergency, call 911. Report injuries incurred on premises to staff. HPRD is not responsible for lost or stolen items. We encourage participants to leave valuables at home or utilize a locker in the fieldhouse or locker room.

Parking: Please advise guests that the LCC offers limited parking. HPRD is not responsible for vehicles parked in the lot or on the street. Please show consideration for our neighbors. Do not block driveways, fire lanes, or handicap spots without permit.

FIELDHOUSE EVENTS:

PH must provide an insurance policy in the amount of \$1,000,000 per occurrence with the Town of Highland listed as additional insured for the event dates. PH may charge an admission fee and retain 100% of proceeds. Other users of the LCC must have access to all restrooms.

PH is responsible for providing specific event start and end times by the 15th of the month prior to the event for staffing purposes. Basketball events require security via Highland off-duty officers (two for tournaments, one for league play). HPRD will request officers to work the event hours provided and payment will be due to the officers by the PH on site at the going rate for Highland PD. Game schedule will need to be provided before the event begins. Games may not extend beyond specific end time as stated at booking and written on permit.

PH is required to provide their own first aid supplies. PH must make arrangements for on-site emergency response if desired. The town EMT provider is Superior Ambulance (630) 832-2000.

PH is required to supply officials, scorekeepers, and game balls. The PH will be held financially responsible for any damage to equipment provided by HPRD such as tables, chairs, bleachers, scoreboards, etc. The PH is responsible for vacating all guests prior to departure.

All guests must abide by the fieldhouse rules which prohibit the following: Dunking or hanging on the rims or nets; spitting; foul language; fighting; arguing; threatening remarks; disrespectful/disruptive/unruly/dangerous behavior; horseplay; coolers; entry to restricted areas such as stage or storage areas; dribbling basketballs in lobby/hallways or on walking track; and use of fire exit doors for non-emergencies other than for loading/unloading as approved by management. Guests are responsible for cleaning after themselves by collecting belongings and using trash cans prior to departure.

REFUND POLICIES: (NO refund given if a cancellation is made within 7 days of rental)

- FIELDHOUSE & SHARP ATHLETIC FIELD RENTALS: Will refund/credit 80% of the fee if cancelled/date changed less than 60 days prior to event.
- BANQUET ROOM AND FIELDHOUSE COURT RENTALS: Will refund/credit 80% of the fee if cancelled/date changed less than 30 days prior to rental.
- CLASSROOMS, GAZEBO, PICNIC SHELTERS & PICNIC TABLES: Will refund 50% of the fee if cancelled/date changed less than 30 days prior to rental.

Cancellation requests are charged a \$3 processing fee and refunds must be processed through the Park Board. Checks are mailed the Monday following the monthly Park Board Meeting. All refunds must be requested one week prior to the meeting. Any refund requests past this deadline will not be issued until after the following month's meeting. Absolutely NO CASH refunds will be issued. NO EXCEPTIONS.