



# Highland Parks and Recreation Facility Permit

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

Permit Holder: \_\_\_\_\_ Organization: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Facility Location: \_\_\_\_\_ Event: \_\_\_\_\_ Caterer: \_\_\_\_\_  
 Event Date(s): \_\_\_\_\_, 20\_\_\_\_ Day(s): \_\_\_\_\_  
 Time: Start \_\_\_\_\_ a.m./p.m. End \_\_\_\_\_ a.m./p.m. Grill: \_\_\_\_\_ Block Party (load of 7): \_\_\_\_\_ Electricity: Yes / No  
 No. of People: \_\_\_\_\_ Tables: \_\_\_\_\_ Chairs: \_\_\_\_\_ Food/Gift Tables: \_\_\_\_\_ Room Style (see reverse side for options): \_\_\_\_\_

\$ \_\_\_\_\_ Base Rate  
 \$ \_\_\_\_\_ Additional Hourly Rate  
 \$ \_\_\_\_\_ Damage Deposit  
 \$ \_\_\_\_\_ Security (if applicable)  
 \$ \_\_\_\_\_ Other  
 \$ \_\_\_\_\_ Tax\*  
 \$ \_\_\_\_\_ **Total Due**

**Special Instructions / Additional Dates:**

Full payment for most events is due at the 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 the rental fee sales tax must submit their ST-105 form (IN DOR General Sales Tax Exemption Certificate)

**Terms and Conditions:**

- The Permit Holder (PH) must check in at the park office with state photo ID upon arrival for a Lincoln Community Center (LCC) facility rental.
- PH will be permitted in the room at the rental start time, not before. All decorating set-up & clean-up must be done within the rented time.
- PH must be present and in physical possession of the signed Facility Permit during the entire activity, including signing in / out.
- PH must be 18 years of age or older. If some guests are minors, they must be supervised and controlled.
- All guests are expected to stay in the immediate area rented and are the responsibility of the PH.
- The number of guests / crowd must be limited to the max occupancy the rented facility allows.
- 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.
- Bands, DJs, or amplified music requires pre-approval and will not be permitted with another rental already booked in a nearby room.
- Prepared food, canned heat for warming food, and non-alcoholic beverages are allowed in all rented rooms. No cooking or food prep.
- Alcohol is permitted only in the LCC Banquet Hall with 30 days' notice and through a properly licensed caterer (must present a copy of permit #210 from the Indiana Alcohol & Tobacco Commission, certificate of liability insurance naming HPRD as additional insured). An additional fee is required for events having alcohol to cover security at the going rate for the Highland PD.
- Facility must be left in the same condition as before the event. Please clean-up within your rented time to avoid charges. All trash must be placed in receptacles. Damages: cost of repair, including labor, material, and staff time may be taken out of the room deposit.
- 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.
- General park rules must be adhered to by all guests (see reverse).

**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 rules and 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. I may also be held financially responsible 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 responsible person 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 1.16.20

### **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. 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.

Outside vendors utilizing the space in conjunction with a rental must be in the original request and noted under "special instructions."

### **MAIN SQUARE PARK GAZEBO RENTAL:**

Due to events May through September, the following items may be in the park: tents, picnic tables, bleachers, etc. Only the gazebo may be used as part of the facility permit. The surrounding park is not included in the rental. Restrooms at Main Square Park will be unlocked for rentals. We DO NOT supply chairs or set-up those that are rented. Set-up and clean-up must be included in the rental time.

### **LINCOLN COMMUNITY CENTER:**

**General Event Policies:** Room rentals include (depending on availability): tables (set-up), chairs (set-up), and trash can(s). Damage deposits required for all rooms and must be paid at time of reservation. All event deliveries must be received by the PH. HPRD is not responsible for receiving or holding deliveries. Tobacco and e-cigarettes are prohibited on the premises.

**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), 109 (39), 112 (30), 113 (27), 115 (29), 116 (31), 118 (31), Banquet Hall (256). Capacities are regardless of person's age. Capacity beyond the limit will be considered a fire code violation. Capacity may be lower depending on room set-up.

**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 are not permitted in rooms.

**Safety and Security:** All exits must be kept clear of debris, chairs, and other obstructions that would be considered fire hazards. In event of an emergency, call 911. Report injuries incurred on premises to staff. HPRD is not responsible for any 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, park in fire lanes, or in 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.

PH is responsible for providing specific event start and end times by the 15<sup>th</sup> of the month prior to the event for staffing purposes. Basketball league play and tournament rentals 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.

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. HPRD will provide the use of score tables, scoreboards, and chairs for each of the courts being used. The PH may be held financially responsible for any damage to equipment provided by HPRD. The PH is responsible for vacating all guests prior to departure. Games may not be scheduled during the last hour of the building schedule. For example, if the building is scheduled to close at 10pm, the last games for the day will need to be scheduled for 8:30pm, leaving the last half hour for cleaning and vacating the building. Copies of the event schedule will need to be provided to the staff before the event begins. All users of the LCC must have access to all restrooms.

All players must abide by the Lincoln Community Center fieldhouse rules which prohibit the following: Dunking or hanging on the basketball rims or volleyball nets; spitting; swearing; foul language; fighting; arguing; threatening remarks; disrespectful/disruptive/unruly/dangerous behavior; coolers; entry to restricted areas such as stage or storage area by stage; dribbling basketballs in lobby/hallways or on walking track; and use of fire exit doors for non-emergencies. Patrons 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 80% of the fee if requested less than 60 days before the event.
- BANQUET ROOM AND FIELDHOUSE COURT RENTALS: Will refund 80% of the fee if requested less than 30 days before the rental.
- CLASSROOMS, GAZEBO, PICNIC SHELTERS & PICNIC TABLES: Will refund 50% if requested less than 30 days before the rental.
- DAMAGE DEPOSITS: Upon satisfactory inspection, deposit checks should be mailed within two weeks following rental.

Cancellation requests are charged a \$3 processing fee and refunds must be processed through the Park Board. Refund 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.