

CITY OF TROY
PARK FACILITY RESERVATION POLICY

I. INTENT

- A. To establish uniform criteria and procedures for the reservation and use of park facilities owned by the City of Troy.
- B. Permit individuals, groups or organizations to have exclusive use of a designated area or facility during the reservation period only.
- C. Facilitate the scheduling of maintenance and repair of facilities.
- D. Permit the planning and implementation of events and programs in which a large number of people are expected to participate.
- E. Establish the general guidelines for the implementation and administration of this policy.
- F. Insure a minimum of conflict between individual, group or organizational use of specific facilities.
- G. It is NOT the intent of the Reservation Policy to approve the use of public facilities for personal gain or profit or to practice or permit any form of discrimination.

II. FACILITY FEES

- A. The facility use fee is charged on an all-day rental basis during the park hours of 7 a.m. to 11 p.m.
- B. The fee is a non-refundable rental fee and must be paid at the time the reservation is made. No refunds will be given for inclement weather or cancellation of activity.
- C. Any 501(c)(3) not-for-profit organization located in the City of Troy may rent a facility for fifty percent (50%) of the normal rental rate up to two (2) times per year upon proof of its status or use the facility free of charge for any two (2) hour period Monday - Friday. Fees will be waived for school classroom usage during the week (Monday – Friday). Churches are covered by the non-profit guidelines.
- D. Checks are to be made payable to: City of Troy.
- E. All fees must be paid before the permit is issued for the facility.

Troy Fairgrounds	\$75 resident/non-profit	\$150 non-resident/corporate
Avery Park	\$50 resident/non-profit	\$100 non-resident/corporate
Weinand Park	\$50 resident/non-profit	\$100 non-resident/corporate

III. RULES

- A. You must be 21 years of age to reserve a facility.
- B. Reservations will be considered on a first come, first served basis.
- C. Reservations can be made no more than one (1) year in advance.

- D. A reservation permit must be posted by the person reserving the pavilion and must be removed by that person at the time of expiration.
- E. Facilities must be left in good, clean condition when the activity is complete. All equipment and decorations must be removed at the end of the reservation.
- F. Tables and other equipment in the parks are placed for the benefit of everyone using the park. Reserving a pavilion does not restrict others from using the park. Moving of tables or other items from another area is prohibited.
- G. Individuals and organizations reserving facilities shall be responsible for all damages to the facility and/or equipment that occur as a result of the reservations. The individual making the reservation must be on site at all times throughout the length of the reservations. Damage to property will result in the cancellation of future reservation privileges in addition to any and all other remedies available to the City.
- H. Plans to have an event with special activities (bounce houses, entertainment, etc.), requests for live animal entertainment (pony rides, etc.) and request for amplified music must receive prior approval (30 days in advance) from the (Mayor/City Clerk). Applicants must provide an acceptable current certificate of insurance to the City as a means of showing proof of liability coverage. The City of Troy shall be named as additional primary insured and any required endorsements shall be provided. Staff reserves the right to deny special activities of a hazardous nature or those that might create a disturbance for the neighborhood in which the facility is located.
- I. The use of banners and/or advertising of private functions is prohibited on the City of Troy property.
- J. Unleashed pets are not permitted in the parks. No amplified music, use of musical instruments, radios, or Public Address System testing or use allowed before 9 a.m. or after 8 p.m. and care shall be taken so that speakers are not directed at residences.
- K. No glass containers allowed. Trash should be placed in the trash cans or in plastic bags in the dumpsters.
- L. No holes may be dug. No permanent fixtures may be attached.
- M. All vehicles will be parked in the parking lots provided at each City Park or on City streets where permissible. Vehicles loading or unloading equipment at the Troy Fairgrounds Park may use the driveway for that purpose and then park their vehicles in the parking lots.
- N. Athletic fields have been scheduled for games and practices during their regular seasons. Cooperation is the key to all residents being able to enjoy all of the park amenities.
- O. The City of Troy ordinances will be enforced. The City reserves the right to accept or reject any reservation request or cancel a reservation at any times, including the right to terminate a reservation during the activity if conditions so warrant. No refunds will be given.

**City of Troy
Park Facility Reservation Application
Use of City Pavilions**

Please Print

Name of Applicant: _____ Date: _____
(Also referred to as Responsible Party)

Address: _____ City: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Organization Name (if applicable) _____

Circle One

Park Name:	Troy Fairgrounds Park	\$75 res/non-profit	\$150 non-res/corporate
	Avery Park	\$50 res/non-profit	\$100 non-res/corporate
	Weinand Park	\$50 res/non-profit	\$100 non-res/corporate

Date Requested: _____ Anticipated Hours: _____ to _____

Type of Activity: _____ Approximate # of People _____

- The responsible party agrees to pay the city the appropriate rental fee (cash, cashier's check, personal check, or money order) at the time of the application. No reservation will be made without payment in full. No reservation is confirmed until payment is received.
- The responsible party agrees to be responsible for all damages to the facility and surrounding grounds. If there are damages, the amount needed for repairs shall be billed to the responsible party.

Hold Harmless Agreement

I (responsible party) agree to indemnify and save harmless the City of Troy from any claim or loss sustained by reason of use and/or participation in activities within the pavilion or City parks, and hereby assume the risk and thereby release the City of Troy from any claim, damage, or loss by reason of any accident, injury, or damage to myself or any person or property belong to my group, which might occur during the course of use or participation in activities in the parks.

Responsible Party Signature: _____

- The City of Troy may revoke or change agreement at any time.
- Permit entitles the responsible party to exclusive use of the pavilion only for their group on the specific date. As a Municipal Park, park grounds cannot be restricted from resident use.

The responsible party acknowledges that they received a copy of the City of Troy Park Facility Reservation Policy and will abide by all rules by signing below.

Responsible Party Signature: _____ **Date:** _____

Effective 11/1/11