



Facility Reservation Request Form

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|-------------------|-------------------|
| NAME/ORGANIZATION | DATE OF BIRTH |
| ADDRESS | HOME PHONE NUMBER |
| E-MAIL ADDRESS | CELL PHONE NUMBER |

Event Description

| | |
|---|----------------------|
| FACILITY/ AMENITY REQUESTED | |
| PURPOSE OF EVENT | |
| IS THERE AN ADMISSION FEE? ____ No ____ Yes (Amount: \$ _____) | ESTIMATED ATTENDANCE |

Usage Times

(Set up/Clean up times must be included in usage time)

| | | |
|----------|------------|----------|
| DATE (S) | START TIME | END TIME |
|----------|------------|----------|

| Facility | Rental Rate |
|---|--|
| Active Adult Center | \$125/Day + Tax |
| Beeson Hall: Mon.-Thurs. | \$150/Hour + Tax |
| Beeson Hall: Fri.-Sun. | \$200/Hour + Tax |
| Beeson Hall Add. Supervisor | \$25/Hour |
| Booker T. Washington Community Center | \$100/Day + Tax |
| Parks-Blue Heron Shelter (<i>largest shelter</i>) | \$100/Day + Tax |
| Parks-Large Park Shelter | \$75/Day + Tax |
| Parks-Small Park Shelter | \$45/Day + Tax |
| Parks-Picnic Site | \$20/Day + Tax |
| Parks-Gazebo | \$125/Day + Tax |
| Parks-Rose Garden | \$125/Day + Tax |
| Pool-Additional Lifeguard | \$35/Lifeguard |
| Pool-Zero Depth Pool | \$125/Hour + Tax (<i>min. 2 hours</i>) |
| Pool-Main Pool & Waterslide | \$175/Hour + Tax (<i>min. 2 hours</i>) |
| Pool-Both Pools | \$250/Hour + Tax (<i>min. 2 hours</i>) |
| REC-Arts & Craft Room | \$35/Hour + Tax |
| REC-Arvin Room | \$50/Hour + Tax |
| REC-Kickapoo Room | \$50/Hour + Tax |
| REC-Multipurpose Room | \$70/Hour + Tax |
| REC-Theater Room | \$90/Hour + Tax |
| REC-Gymnasium | \$50/Hour + Tax |
| REC-After Hours Supervisor | \$25/Hour |
| | |
| Rose Garden Chair Rental | \$350 for 200 Chairs |

Please turn sheet over. Waiver must be signed and dated on the back.

NOTE: A 7% sales tax will be added to the cost of each facility reserved.

Additional Requests or Comments

It is understood that no person, group, or organization has any vested right to the exclusive use of park property. The use of any/all park property is subject to availability and approval by the Franklin Parks & Recreation Department (the "Department"), subject to the policies, rules, and guidelines of the Franklin Parks & Recreation Board (the "Rules"). Renter agrees that no alcohol or tobacco products will be at the park facility. All payments, requests, and paperwork related to it must be received by the Department before the requested usage date. It is understood that Department-sponsored activities have priority over all other activities in using park facilities and this permit is subject to cancellation in the event of an emergency. **Renter(s) agrees that reservation payments are not refundable if the event is cancelled by Renter(s) within 90 days of the event date.**

If a facility rental permit is granted, the renter(s) agrees to be responsible for any accidents or injuries sustained by any person attending or participating in programs at park facilities, and to be responsible for replacement in case any damage or loss is incurred. The renter(s) agrees that they shall be held fully and solely responsible for any and all damages and/or missing equipment or effects park property incurred during their event. **Tape, staples, glue, tacks, etc. are not allowed to be used at any rental facility. Use of tape, staples, glue, tacks, etc. will result in a \$100.00 fee to repair damage.** Renter(s) further agrees that Board shall have fifteen (15) days from the date of the event to forward to the Renter(s) any applicable damage estimate. **Renter(s) agrees that a \$250 cleaning fee will be added for any glitter or confetti found in any rental facility.** A certificate of insurance naming the Franklin Parks & Recreation Board, Franklin Parks & Recreation Department, and City of Franklin as additional insured may be required.

For Booker T. Washington Community Center & Active Adult Center renters: Renter(s) will be required to pick up a key at the Department front desk the prior Friday or Saturday of their rental. A \$10.00 replacement fee will be charged to renter(s) for any lost key.

Renter(s) agrees to indemnify and hold harmless the Board, its officers, employees, service providers, and agents against and from any and all liability and damage to the property of and/or injury to and/or death of any person or persons arising out of, connected with, or resulting from the use of any facility, including, but not limited to, liability arising out of, connected with, or resulting from the acts, omissions, negligence, or alleged negligence of the Board, its officers, employees, service providers, and agents in connection with the use of any facility during their event.

All users agree to adhere to the Rules, applicable federal, state, and local laws, and any specific guidelines outlined by the Department. The undersigned hereby acknowledge receipt of the Rules.

I have read the Terms and Conditions and Park Rules and, as representative of the group making this request, I do agree to abide by these rules.

Signature of Authorized Representative of Group

Date

Printed Name of Authorized Representative of Group

DEPARTMENT USE ONLY

____ This request has been approved and granted as requested.

____ The request has been approved subject to certain other conditions as set forth below:

| RENTAL FEE | OTHER FEES | DEPOSIT | APPROVED BY | DATE |
|------------|------------|---------|-------------|------|
| | | | | |

____ This request cannot be granted for the following reason(s):

| DENIED BY | DATE |
|-----------|------|
| | |