



FACILITY RENTAL REQUEST FORM

Aurora Parks and Recreation Department
 129 W. Pioneer Trail, Aurora, OH 44202
 (330) 562-4333

CONTACT INFORMATION

Contact Person (who will be present at event): _____

Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Date of Birth: ____/____/____
 (Must be 21 years of age or older to rent facility)

Best Contact Phone #: (_____) _____ - _____

E-mail address: _____ City of Aurora Resident: Yes No

RESERVATION INFORMATION

Type of Event: _____

Check One	Resident	Non-Resident
Sunny Lake Park Boathouse Pavilion - E. Mennonite Road	\$90	\$180
Sunny Lake Park North End Pavilion - Page Road	\$80	\$160
Sunny Lake Park - Public Fundraiser	\$150	\$300
Kiwanis Moore Park Pavilion	\$50	\$100
Bicentennial Park Gazebo	First Hour \$25 Each add'l hour \$25	First Hour \$70 Each add'l hour \$35
Veterans Memorial Gazebo	First Hour \$25 Each add'l hour \$25	First Hour \$70 Each add'l hour \$35

Reservation Request: Day: _____ Date: _____ Time: _____

Event Information: Setup Arrival Time: _____ Actual Event Time: _____ to _____

Estimated Attendance: _____

Description of Event including special needs/services requested _____

**Signer agrees to abide by all Facility Rental Policies and Procedures.
 Reservation is not confirmed until payment is received.**

Signature of Contact Person _____ Date _____

RETURN COMPLETED FORM AND PAYMENT TO AURORA PARKS AND RECREATION DEPARTMENT

Internal Use Only

Date Form Received: _____ Total Payment (see additional options) \$ _____

Form of Payment: Cash Visa/MC Check (Payable to City of Aurora) # _____



Aurora Parks and Recreation

Facility Rental Policies and Procedures

The following guidelines apply to City of Aurora Parks and Recreation facilities. Specific facilities might have additional rules and regulations that will be provided as necessary.

Reservations and Cancellations

Aurora Parks and Recreation facilities are available for rent to corporations, organizations, schools, clubs, and individuals, provided that such rentals do not interfere with regular scheduled programs or city sponsored special events. All rental requests are subject to approval by Aurora Parks and Recreation. The renter must be 21 years of age or older and must be present at the time of rental. Resident individuals/businesses/non-profit groups can reserve facilities up to (1) year in advance. Non-resident individuals/businesses can reserve facilities up to (6) months in advance. Non-resident, non-profit groups can reserve facilities up to (1) year in advance for fundraisers.

Aurora Parks and Recreation reserves the right to cancel, deny or modify facility usage to any group or for any program or purpose that presents a potential safety liability or which appears inappropriate or inconsistent with Aurora Parks and Recreation Department's mission statement. Aurora Parks and Recreation facilities are subject to construction, repairs, and operational emergencies that may preclude use of a rental facility. Should such circumstances arise, Aurora Parks and Recreation reserves the right to cancel any rental.

Event Pictures

Parks, pavilions, and gazebos may be used for pictures for weddings and other occasions at no charge. Interested individuals or parties must complete reservation process to ensure no conflicts with other reservation requests.

Reservation Confirmation and Cancellation

All fees are due in their entirety at time of reservation. A reservation is not secured if payment is not received. Cancellation of a reservation within (30) days of rental date may result in loss of 50% of rental fee. Cancellation within (7) days of a reservation may result in the loss of all rental fees.

Exempted Organization List

Organizations and groups listed on the Exempted Organization List are exempt from paying rental fees for pavilions and gazebos in the City of Aurora except for the Public Fundraiser Rental Fee if applicable. The Parks and Recreation Department shall review this list of Exempted Organizations on an annual basis.

Special Equipment and Tents

Equipment you might consider bringing to the facility includes cooking units, first-aid station, fencing, vehicles, tents, and inflatables. These or similar items, along with other special electrical and/or setup needs, must be included on the application in order for Aurora Parks and Recreation to determine if the request is appropriate and if an additional fee is required. Renter must meet with a Department representative a minimum of (30) days prior to the event, to discuss setup. Renters applying for runs/walks must provide a route map for the requested park area. Advance approval must be obtained from authorized personnel for early setup.

Renter must obtain a Temporary Tent Permit from the Aurora Fire Department and a Tent Occupancy Permit from the Planning, Zoning and Building Department for tents or membrane structures over 400 ft. Tents open on all sides 700 ft. or less, and are more than 12' from other tents or structures are exempt. Hay, straw, shavings or similar combustible materials shall not be located within any tent, canopy or membrane structure. Open flames and smoking is prohibited under the tent. To obtain a permit, the renter shall provide the following information:

- Name and address of company supplying tent
- Size of tent
- Copy of the non-flammability certification (compliance with NFPA 701)
- Location and dates of tent erection
- Check for \$25.75 for the Fire Department and \$41.20 for the PZB Department made payable to the City of Aurora

Aurora Parks and Recreation does not provide storage for equipment or goods brought onto grounds for rentals and assumes no liability for lost, stolen, or damaged items.

Aurora Parks and Recreation reserves the right to monitor the sound level of music or other entertainment pursuant to Aurora Codified Ordinance 648.05.

Additional Options

A staff person stationed inside the Boathouse will be available for rentals between Memorial Day and Labor Day. Special arrangements for staff may be made at other times. Additional staff and/or port-o-lets may be required for large events at the cost of the renter. Renters should discuss needs at the time of reservation.

Additional Options		Residents	Non-Residents
Park Staff	Per Staff	\$15/hour	\$20/hour
Port-o-lets	Per Unit	\$75	\$75
Dumpster	Per Unit	\$225	\$225
Fishing Boat Rental	4 hour rental	\$10	\$15
	All day rental	\$15	\$20
Paddle Boat Rental	One hour	\$10	\$15
	Two hours	\$15	\$20
	Whole day per boat (max. 3 boats)	\$60	\$90
Boat Launch	Resident	Free	\$5

Decorations and Promotional Items

Any items distributed for an event (i.e. pamphlets, fliers) must be submitted to Aurora Parks and Recreation a minimum of four (4) weeks prior to distribution for pre-approval. Any unauthorized promotion may result in cancellation of rental. Contact the Planning, Zoning and Building Department (330) 995-5334 for information regarding permits for large signs and banners.

Aurora Parks and Recreation must approve decorations, entertainment and activities. Placement and hanging of all decoration and other materials must not in any way mar or damage posts, ceilings, fixtures, or picnic tables. **All decorations must be removed by the end of the scheduled event.**

Damages and Cleanup

Renter agrees to bear all responsibility for damage or destruction to any Aurora Parks and Recreation property. Renter will be invoiced for all damages and payment must be received within (30) days from the date of the incurred damage.

Clean up is the responsibility of the renter and must be completed within the designated time of rental. Renter is responsible for the proper disposal of ALL garbage, litter and debris created by the event. Any clean up required by Aurora Parks and Recreation following the rental event will be charged to the renter at \$50 per hour with a one-hour minimum charge.

Safety Personnel

A safety review is required prior to approval if an event could create excessive traffic hazards or tie-ups, require traffic or parking controls, have the potential of creating a public safety hazard, or be of such a size as to require further review. Renter is responsible for providing adequate security for the event. Contact Aurora Police Department at (330) 562-8181 for information. Aurora Fire Department may require a plan for provision of safety services, both for the participants of the event and for the persons directly or indirectly affected by the event. This plan must be reviewed and approved by Aurora Fire Department before rental is approved. Call (330) 562-7171 for information.

Liability

Renter assumes full liability for any and all damages caused by caterers, guests, or subcontractors. For large events over 250 people, the renter must furnish proof of liability/damage insurance in the minimum amount of \$1,000,000 listing the City of Aurora as an additional insured under the policy. This policy must protect the City of Aurora, its officers, officials, employees, and agents from any and all claims for damages to property and/or bodily injury that may result from or is in connection with any of the operations carried on by the renter of the special or large group event.

Prohibited Items

The following items are **prohibited** on city property:

- Open fires in City of Aurora parks except in park grill units.
- The sale or consumption of alcoholic beverages (Ohio Revised Code 4301).
- Vandalism or damage of property
- Golfing in parks or ballfields
- Bow fishing, swimming or wading in lakes
- Unleashed dogs

BRING YOUR RESERVATION RECEIPT ON THE DAY OF YOUR EVENT!