



## Aurora Parks and Recreation Facility Rental Rates, Policies and Procedures

The following guidelines apply to Aurora Parks and Recreation facilities. Certain facilities may have additional rules and regulations that are specific to that area, and will be provided upon completion of the application process.

### Reservation Rates:

Sunny Lake Pavilion Rentals	Residents 1-50 people	\$75.00
	Residents 51 - 249 people	\$1/person
	Residents 250+ people	\$1,500.00
	Resident Security Fee (only for over 250)	\$500.00
	Non-resident 1-50 people	\$97.00
	Non-resident 51-249 people	\$1.50/person
	Non-resident Security Deposit	\$50.00
	Non-residents 250+ people	\$1,500.00
	Non-resident Security Fee (only for over 250)	\$500.00
	Exempted Organizations - Security Deposit	\$75.00
Bicentennial Park Gazebo	Residents - 1st hour	\$50.00
	Residents - additional hour	\$25.00
	Non-residents - 1st hour	\$65.00
	Non-residents - additional hour	\$32.00
	Security Deposit	\$25.00
	Exempted Organizations - Security Deposit	\$75.00
Breezy Point Park Gazebo	Residents - 1st hour	\$50.00
	Residents - additional hour	\$25.00
	Non-residents - 1st hour	\$65.00
	Non-residents - additional hour	\$32.00
	Security Deposit	\$25.00
	Exempted Organizations - Security Deposit	\$75.00

### Policies and Procedures:

1. 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.
2. Aurora Parks and Recreation reserves the right to cancel, deny or modify facility usage to any group or for any program or purpose which presents a potential safety liability or which appears inappropriate or inconsistent with Aurora Parks and Recreation Department's mission statement.
3. Reservations are made by contacting Aurora Parks and Recreation and shall not be accepted less than 2 weeks or more than 1-year in advance (reservations for weddings only), unless approved by Aurora Parks and Recreation. All event reservations can be made beginning on the first Monday (work day) of each calendar year. Reservations will be taken for season dates only: Memorial Day weekend through Labor Day weekend. On all other dates, the facilities will be used on a first come first served basis.
4. Aurora Parks and Recreation parks facilities are subject to construction, repairs and operational emergencies which may preclude use of a rental facility. Should such circumstances arise during a period when a rental has been scheduled, Aurora Parks and Recreation reserves the right to cancel said rental.
5. Requests for special equipment, electrical or set up needs must be included on the application and Aurora Parks and Recreation will determine if the request is appropriate and if an additional fee is required. The Parks Coordinator must approve the use of a generator if desired by renter for an event that requires additional electricity. The generator placement shall be indicated on the site plan.

The Permittee must complete the temporary tent application permit form for any temporary structure (tent, canopy, stage, kiosk.) along with a payment of \$35 to the Planning, Zoning and Building Department. Forms are available at the Parks and Recreation website or in the Parks and Recreation Office and Planning, Zoning & Building Department.

6. Items distributed at an event and pre-event promotions (i.e. pamphlets, fliers, etc.) must be pre-approved by Aurora Parks and Recreation. Any promotion (fliers, pamphlets, advertising, etc.) of any activity at an Aurora Parks and Recreation facility or park must be approved in advance by Aurora Parks and Recreation a minimum of six (6) weeks prior to distribution. Any unauthorized promotion may result in cancellation of rental. Aurora Parks and Recreation reserves the right to edit any promotional copy. For signs and banners, Permittees are required to contact the Planning, Zoning and Building Department (330) 995-5334 for sign permit information.
7. The City of Aurora has an exclusive vending contract with Pepsi Americas Corp. Any and all sales of softdrinks, water, juice drinks must be Pepsi products. No other types of softdrinks, water, juice drinks can be sold on City property.
8. Deposit and rental fees may vary by facility. Cancellation of a reservation within 7 days of rental date will result in loss of 50% of total fees. The security deposit is refundable. Security deposits will be accepted for check only. No credit card deposits will be accepted. The deposit check will be mailed back to you at the conclusion of your event after parks inspection of the facility.
9. Decorations, entertainment and activities must be approved by Aurora Parks and Recreation. No decorations will be permitted where such decoration requires the use of tape, paste, glue, tacks or other materials that will in any way mar or damage posts, ceilings or fixtures or picnic tables. **All decorations must be removed by the end of the scheduled event.**
10. The renter agrees to bear all responsibility for damage or destruction to any Aurora Parks and Recreation property or that which is in care of Aurora Parks and Recreation (i.e. paddleboats). The renter will be invoiced for all damages that are in excess of the security deposit. Payment must be received within 30 days from the date of the incurred damage. The damage deposit will be refunded after the event net of any damages that are charged.
11. Aurora Parks and Recreation reserves the right to monitor the sound level of music or other entertainment and may request control or elimination if volume poses a disruption to the park and/or neighbors. Permission to include music or amplified sound, using megaphones, as part of a special event may be given by the Parks and Recreation Department. Permittees should be sensitive to local residences when preparing sound equipment for the event.
12. 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. Set up of such equipment may begin at approved times for rentals. Earlier set up will be permitted only with advance approval, by the appropriate authorized personnel.
13. For large events over 250 people, the renter must provide a site plan 90 days prior to the event (45 days if the event is held annually and there are no changes from previous plans). Permittees applying for runs/walks must provide a route map for the park area to be used. The Parks Coordinator will review these site/route plans prior to application approval. The event site plan should denote locations of the following:
  - on-site cooking units
  - port-o-lets
  - first-aid station
  - additional fencing
  - dumpsters
  - any vehicles which remain as part of the event or displays
  - tents, canopies and stages
14. When scheduling an event, be sure to schedule ample set-up and takedown time. This time shall be arranged with the approval of the Parks Coordinator and shall be indicated on the permit. Clean up is the responsibility of the renter and must be completed within the designated time of rental. Containers will be provided by Aurora Parks and Recreation and all refuse must be placed in the appropriate containers on the day of the rental. Any clean up that is required by Aurora Parks and Recreation following the rental event will be deducted from the renter's deposit. Clean up charge is \$25 per hour with a one hour minimum charge. The Permittee is responsible for the removal of ALL garbage, litter and debris created by the event.

#### Dumpsters

For large events over 250 people, the permittee is required to provide one (1) 3 yard dumpster for every 250 people (estimated) attending the event. The dumpster will be reserved by the City at the rate of \$225/day to be included in the rental charges paid by the Permittee. Placement of all temporary dumpsters should be arranged with the Parks Coordinator and indicated on the site plan.

#### Port-o-lets

It is the responsibility of the Permittee to provide adequate additional on-site toilets and adequate handicapped accessible facilities with hand sanitizers to facilitate the specific needs of the event. One portable restroom is required for every 125 expected in attendance. Port-o-lets with hand sanitizer will be reserved by the City at the rate of \$70/each to be included in the rental charges paid by the Permittee. Placement of all port-o-lets should be arranged with the Parks Coordinator and indicated on site plan.

15. The renter assumes full liability for any and all damages caused by caterers, guests or subcontractors. For large events over 250 people, the permittee 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 which may result from or in connection with any of the operations carried on by the permittee of the special or large group event.
16. Aurora Parks and Recreation reserves the right to require parks and/or public safety personnel at any rental of a parks facility. The following general guidelines for parks services may vary at the sole discretion of Aurora Parks and Recreation. Rentals will be evaluated on an individual basis. A review is required prior to approval and release of the permit if an event could create excessive traffic hazards or tie-ups, or require traffic or parking controls, or have the potential of creating a public safety hazard or be of such a size as to require further review.
  - 1 parks staff will be included for all rentals up to 250 people. Rental group will be charged for additional staff at the rate of 1 person for every 250 people at \$10/hour.
  - Parks personnel will meet with the renter to introduce themselves and to discuss details and any specific concerns. Parks personnel will be responsible for the operation and repair of all mechanical systems: heating, plumbing, electrical, and lighting. Any problem should be reported to the parks attendant.
  - Permittee is responsible for providing adequate security for the event. Contact the Aurora Police Department at (330) 562-8181 for information.
  - The Aurora Fire Department may require the permittee to develop 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 the Aurora Fire Department before a permit can be issued. Contact the Aurora Fire Department at (330) 562-7171 for information.
17. Gazebos may be used for pictures on a drop in basis at no charge. You may call the Department and be placed on a phone list. If a paid rental of that gazebo occurs for the time you have planned, we will call you.
18. 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 PERMIT WITH YOU ON THE DAY OF YOUR EVENT!!!**

*Adopted by the Parks and Recreation Board  
March 1, 2007*