



P.O. Box 156 Clinton, MS 39060  
 200 Soccer Row Clinton, MS 39056  
 Phone: (601)924-6082  
 Fax: (601)925-6101  
 www.clintonparksandrec.com

## -Non-Resident- FACILITY Rental Application

Rental Date: \_\_\_\_\_ Rental Day: \_\_\_\_\_ Time: \_\_\_\_\_ am / pm until \_\_\_\_\_ am / pm  
 Expected Attendance: \_\_\_\_\_ Type of Activity: \_\_\_\_\_  
 Name of Individual/Organization Responsible: \_\_\_\_\_ Social Security / Tax ID#: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: Primary \_\_\_\_\_ Secondary \_\_\_\_\_ Email: \_\_\_\_\_

Is this a fundraiser? ( ) YES ( ) NO: If so, this form is due in our office 30 days prior to the event or function. Raising funds on City property is against City policy without prior approval from the Mayor and/or Board of Aldermen.

If YES, please explain \_\_\_\_\_

In order for the Department to hold your reservation, payment and this form must be received in our office within ten (10) business days of scheduled date. Failure to do so could result in loss of reservation.

**Pavilions: No Cash Damage Deposit (C.D.D.)**

Kids' Towne Pavilion	\$75.00	(2) hour minimum	\$ _____
All Other Pavilions	\$60.00	(2) hour minimum	\$ _____

**(Please Circle)**      **Brighton 1**      **Brighton 2**      **Northside**      **Robinson**      **Traceway**      **Kids' Towne**

Additional time      \$30.00      each additional hour after minimum      \_\_\_ hr(s) x \$30= \$ \_\_\_\_\_

**Brighton Facilities: (C.D.D.)**

Assembly Room	\$500.00	Full Day; 4 plus hours	\$ _____
	\$250.00	Half Day; up to 4 hours	\$ _____
Conference Room 1	\$300.00	Full Day; 4 plus hours	\$ _____
	\$150.00	Half Day; up to 4 hours	\$ _____
Conference Room 2	\$300.00	Full Day; 4 plus hours	\$ _____
	\$150.00	Half Day; up to 4 hours	\$ _____
Kitchen	\$300.00	All Day (No C.D.D.)	\$ _____
Screen/Projector/AV System	\$300.00	All Day (No C.D.D.)	\$ _____
		<b>TOTAL:</b>	<b>\$ _____</b>

Cash Damage Deposit (C.D.D.) \$500.00 per room per day (subject to additional charges)  
**Date due by: \_\_\_\_\_ no later than 4:30 pm**      \_\_\_ room(s) x \$500=\$ \_\_\_\_\_

The Cash Damage Deposit will be refunded on the next business day provided property is left in order. **Please bring photo ID. Deposits will not be mailed.**

**FULL DEPOSIT WILL BE KEPT FOR DAMAGED PROPERTY SUCH AS; TABLES, CHAIRS, CARPET STAINS OR ANY CITY OWNED PROPERTY. IN THE EVENT OF EXCESSIVE DAMAGE, EXCEEDING \$500.00, THE RENTER IS RESPONSIBLE FOR THE ADDITIONAL COST OF REPAIRS/REPLACEMENTS. PLEASE SEE RENTAL POLICY (ON BACK OF APPLICATION) FOR ADDITIONAL INFORMATION.**

I agree to abide by the policies and procedures of the City of Clinton. I understand that I am responsible and liable for any damages to City property that may occur during my usage. I also understand I should immediately report any problems to Clinton Parks and Recreation Department.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only:**

Payment \$ \_\_\_\_\_ Payment Method \_\_\_\_\_ Receipt # \_\_\_\_\_ Date: \_\_\_\_\_  
 Cash Damage Deposit Amount \_\_\_\_\_ Date of Delivery of C.D.D. \_\_\_\_\_ Renter Initials \_\_\_\_\_ CPRD Initials \_\_\_\_\_  
 Returned Date of C.D.D. \_\_\_\_\_ Was C.D.D. Returned? \_\_\_ YES \_\_\_ NO Reason for No Return \_\_\_\_\_  
 Renter Initials \_\_\_\_\_ CPRD Initials \_\_\_\_\_

## Rental Policies and Procedures

- All facility rentals are subject to denial.
- Renter shall have a copy of this form and a copy of receipt on site at time of rental.
- Must be 21 years or older to rent any parks and recreation facility.
- No charcoal grills. Gas grills are allowed at the parks but must have a drip pan.
- No alcohol allowed on or around any park facilities.
- No tobacco products are allowed on park property.
- No water slides, or trains allowed in parks. One (1) bounce house per rental allowed. (no electricity available)
- No food or drink will be allowed on carpeted areas.
- Rental fee must accompany application. Damage deposit is due the day before rental.
- All information on this application must be completed. Incomplete application will result in denial of service.
  - Rentals are allowed during the following time periods:
    - Kids' Towne, Northside Park, and Robinson Park – 8:00AM-6:00 PM
    - Brighton Park and Traceway Park – 8:00 AM-8:00 PM
    - All parks open at 1:00 p.m. on Sundays.
- All weekend rentals must be made prior to noon on Friday of the same week.
- Cancellations must be made 10 days prior to rental date to receive a refund. No refunds will be made on outdoor facilities if rained out; however, a credit will be issued if Department is contacted the day of OR the following business day.
- Fees will be deducted accordingly if chairs and tables are not returned to proper place or if trash is not disposed of properly. The required damage deposit will be kept for any damage of City property. Renter may be subject to additional charges
- Renter is responsible for any misuse of department and/or center equipment.
- No tape, thumbtacks, or staples used on walls or ceilings. No decorations left on walls or ceilings. The area should be left clean.
- No tables or chairs are to be removed from public buildings.
- All facilities must be secured and vacant by 10:00 p.m.
- All centers, conference rooms and field rentals will be checked by Parks and Recreation staff before deposit is returned.
- All rentals are on a first come, first serve basis. Rentals will not be accepted via phone or fax.
- All facilities will be made available to all groups organized for civic, educational, or other community purpose, at such times that will not conflict with services of the City.
- A single individual and/or organization may not schedule the facilities for use more than twice per month.
- There shall be no fund-raising activities, door charges, or sales of any article for personal gain on City property unless granted prior approval by Board of Aldermen.
- The Director of Clinton Parks and Recreation (CPRD) or his designated representative reserves any and all rights to attend any event or function and make any decisions concerning policy, procedure, liability, or safety without consultation with responsible person/ organization/ company of the event or function. Loss of park privileges and suspension of all department and non-department programs, events and special functions may result if any violation occurs.
- A Certificate of Liability Insurance naming Clinton Parks and Recreation Department must be submitted if any event or rental is open for the public to attend.

**\*\*For Non-Emergencies call Clinton Police Department at 601-924-5252.\*\***