

**Town of Florence Parks & Recreation
Facility Use Application**

Facility: <input type="checkbox"/> Library & Community Center <input type="checkbox"/> Padilla Park <input type="checkbox"/> Main Street Park <input type="checkbox"/> Heritage Park	Specific Location: <input type="checkbox"/> Ballfields <input type="checkbox"/> Ramada <input type="checkbox"/> Ruggles 1 <input type="checkbox"/> Ruggles 2 <input type="checkbox"/> Rec Room A <input type="checkbox"/> Rec Room B <input type="checkbox"/> Conference Room
Use Date(s):	Start and End Time (include set-up and clean-up):
Event Name:	Event Attendance:

Room Set-up:
 Banquet Classroom Conference Theater U Shaped Special Layout (*provide diagram*)

Audio/Visual:
 Podium Projector Conference Phone TV

Requester/Organization:	Email:
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Address:	Phone:
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- 1) The area reserved shall be left in an orderly condition. All paper, rubbish, and other debris shall be deposited in the proper receptacles for this purpose.
- 2) No glass containers.
- 3) No motorized vehicles allowed in park facilities.
- 4) No spirituous liquor allowed. Beer permitted only with prior approval.
- 5) Park hours shall be observed except as noted on permit.
- 6) Both the applicant and organization agree to be financially responsible for all costs, personal injuries, and property damages arising from the facility use.
- 7) **Inflatable usage must be pre-approved. Vendor must provide a Certificate of Insurance stating the Town of Florence as Additionally Insured. Water slides are strictly prohibited.**

The permit holder shall indemnify, defend and hold harmless the Town and its Officials, employees, and agents from and against any and all liabilities, judgments, settlements, losses, costs, or charges (including attorney's fees) incurred by the Town and/or any of its officials, employees, or agents as a result of any claim, demand, action, or suit relating to any bodily injury (including death), loss of property, damage caused by, arising out of, related to, or associated with this agreement.

I have read, understood and agreed to abide by the Town of Florence Facility Use Rules outlined on this form.

SIGNATURE OF RESPONSIBLE PARTY: _____ Date: _____

Rental Extras for Parks Facilities		Fee
Athletic Field Lights	<input type="checkbox"/>	\$10 per hour
Additional Ball Field Prep	<input type="checkbox"/>	\$25 each
Additional Football/Soccer Prep	<input type="checkbox"/>	\$75 each
Parks Staff Labor	<input type="checkbox"/>	\$15-\$50 per hour
TOTAL FEES		\$

OFFICE USE ONLY

Certificate of Insurance Required: YES WAIVED **BY WHOM:**

Insurance Company:	Date of Certificate:
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Entered by:	Date:	Approved By:	Date:
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