

PAVILION USE REQUEST / AGREEMENT

Lamoni Parks and Recreation Department

108 S. Chestnut, Lamoni, IA 50140

(641) 784-6742

Name of Organization: _____

Athletic Activity: _____

Contact Person: _____

Print Name

Signature

Address: _____

Home Phone: _____ Work/Cell Phone: _____

Pavilion Requested

Youth Softball Fields

Pavilion (North Park) ____ *\$10.00 per day

Pavilion (Central Park) ____ *\$15.00 per day

Date of Use Requested

Day of Week Requested

Hours Requested

From Date	To Date	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.	From AM/PM	To AM/PM

1. The rent and a refundable deposit equal to the rental fee shall be paid before the time of the event. The deposit shall be refunded after the event if it has been determined that the facility and its content have not been damaged, and the rules and regulations were followed.
2. You are responsible for your own set-up and clean up. Pavilion tables and benches may NOT be relocated to other areas.
3. If you are using Parks and Recreation Equipment you are responsible to hire or use volunteers approved by the Parks and Recreation Director to operate this equipment. These persons will be independent contractors in this situation.

Checkout procedures:

4. All areas of the facility to be used, along with equipment, shall be cleaned and returned to their proper location and condition.
5. Trash from the receptacles used by your group shall be deposited in the dumpster at the north end of the park road.
6. Check and turn off all the lights i.e. the fields, pavilion and bathrooms.
7. Check and close all water faucets.
8. Secure the building by checking and locking all doors and windows.
9. All persons must vacate the building with or before the renter.
10. If you observe equipment that is not operating properly, please report it to the Park Director.

I have read the above rules and regulations and agree to abide by them:

Signed _____ Event: _____

Park/Rec Director _____ Date: _____

Checks Payable: Lamoni Parks and Rec, 108 S. Chestnut, Lamoni, IA 50140, Business #641.784.6742