

*Mt. Vernon Parks & Recreation Department
Request for the use of facilities*

Skate Rink () Swimming Pool ()

MAY ENTER 15 MINUTES EARLY TO SET UP FOR PARTIES

Date of Activity _____ From _____ To _____

Requesting person, group, or organization

Purpose for use of facility [i.e.:birthday party, ect.] _____

Approximately how many persons will be present? _____ [adults & children]

I certify that I am authorized by the above organization or group to execute this contract on its behalf and that the person or organization below agrees to pay the following designated fee, also will assume direct responsibility for all action and behavior of all persons at the facility during the time of the activity. Further, the undersigned organization or group does hereby agree to indemnify and save the Mt. Vernon Parks and Recreation Department, Parks and Recreation Board Members, and all voluntary personnel, harmless as a result of any and all claims or demands for personal injury or property damage arising out of or in any way connected thereto, the use of the premises by the undersigned organization or group.

Today's date

Signature

Phone #

Address, City, State, & Zip

Person in charge of activity **if other than yourself** _____

Printed name

Phone #

Fees required are due: TODAY or DAY OF PARTY (circle one)

Time used: 2 hrs. 3 hrs. 4hrs.

Estimated # of people: 1 – 99 or 100+

Fire permit allows up to 225 people

Total Due \$ _____

The organization, group, or person requesting use of facilities will be responsible for cleaning up after the activity. If a custodian is needed, there will be an additional charge. Use of the facility has been approved by the Parks and Recreation Department. If you decide to cancel you **MUST** notify the Parks Department Office (838-3691) or the facility office that is reserved (Skate Rink 838-0066; Pool 838-4586).

Notification must be made at least **24 hours** before reservation time. If no notification is received, the above person, group, or organization will be responsible for the facility fees.

Date

Parks and Recreation Department