

NEW ALBANY PARKS & RECREATION

GRIFFIN CENTER RESERVATION FORM

NAME OF GROUP: _____ RESPONSIBLE PARTY: _____

ADDRESS: _____ CITY, STATE & ZIP: _____

HOME PHONE: _____ WORK PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____ @ . _____

Date(s) Reserved: _____ Time: _____ to _____

Fee: \$35.00 per hour Cash Check # _____ Receipt #: _____

As representative of the above named group, I hereby reserve the facility for the above listed date(s) and time(s). As the legally responsible party for this group, I understand it is my duty to see that all park rules are observed by the group while using the Griffin Center. The following rules and regulations are applicable to the user of all facilities within the New Albany Park System. All reservations are on first-come, first-served basis. Your reservation cannot be confirmed until payment is received.

RULES AND REGULATIONS:

- Permission to reserve parks facilities will be granted only when the function can be reasonably accommodated by the park system.
- No smoking, alcoholic beverages, drugs, or firearms are allowed within the facility.
- Vehicles must park within the parking lot at all times.
- ***Groups are expected to provide their own set-up and after usage clean-up, including the disposal and removal of all trash.*** Any additional clean-up of the area by the parks employees will be billed to the user at the cost of \$25 per hour plus material costs for any damages. You will have 15 minutes before and after your scheduled time to set up and clean up. Please exit the building accordingly.
- Party food is limited to pizza, hotdogs, chips, cake, cupcakes, cookies, ice cream and non-alcoholic beverages. No red colored beverages are allowed.
- Athletic or tennis shoes are required when participating in activities on the gym floor. Shirts must be worn.
- No person granted a permit shall display or offer for sale any item(s) where profits accrue to any individual person or members of the sponsoring organization, unless the activity is sponsored or co-sponsored by the Parks & Recreation Department or approved by the New Albany Parks & Recreation Board.
- No person within any park or its borders shall be permitted to announce, advertise, or call the public's attention in any way to any article or service for sale or hire.
- Refunds will only be allowed if notified no later than five (5) days prior to the event.
- Violation of facility rules may result in a group being asked to leave the property with no refund of the reservation fee. By signing this contract, I clearly understand and have received the policies regarding facility reservations and will be responsible for my group complying with all regulations.
- ***In case of an emergency, contact Kathy Wilkerson at 502-643-0716.***

Group Representative

Date

Staff Representative

Date