



Silver Street Park Indoor Turf Party Request/Reservation Form
2043 SILVER STREET ▪ NEW ALBANY, IN 47150 ▪ PHONE: 812-949-5448 ▪ FAX: 812-949-5449

PARTY NAME: _____ PURCHASER: _____ DOB: _____

ADDRESS: _____ CITY, STATE & ZIP: _____

PRIMARY PHONE: _____ EMAIL ADDRESS: _____

DATE RESERVED: _____ TIME: _____ to _____ ESTIMATED HEAD COUNT: _____

Please pick which activities to be made available, choose up to three (if desired):

_____ Whiffle Ball _____ Kickball _____ Soccer _____ Flag Football _____ Dodgeball _____ Ultimate Frisbee

Party Rate: _____ \$175 per 2 hr. rental / additional _____ hrs. @ \$75 per hr.

Inflatable/Bounce House fee: \$20 _____ *Inflatables/Bounce Houses are not provided by New Albany Parks & Recreation.*

Fee for NAPR to provide up to an additional 4 Folding Tables and 20 Folding Chairs: \$20 _____

Total due: \$ _____ Cash Visa Mastercard Receipt #: _____

I, as representative of the above named party, hereby reserve the indoor turf for the above listed date and time. As the legally responsible party for this group, I understand it is my duty to see that all park rules are obeyed by the group while using the facilities. The following rules and regulations are applicable to the user of all facilities within the New Albany Park system. All reservations are on a first come, first served basis. Your reservation is not confirmed until payment is received.

Park Rules and Regulations:

- Permission to reserve facilities will be granted only where the function can be reasonably accommodated by the park system. Such use must not unduly interfere with the rights of the general public and will not present a clear and present danger to the public health and safety of the community.
- No alcoholic beverages, glass containers, drugs, firearms, or fireworks are allowed within the park boundaries.
- No food, drinks, candy or gum allowed in turf room.
- No smoking or tobacco product usage (including usage of e-cigarettes or vaping) is allowed within any park structure.
- Vehicles must park within the parking lots at all times.
- New Albany Parks and Recreation does not assume responsibility for any lost or stolen personal property. Each individual must take reasonable precautions to protect his or her personal property. Please keep all personal property under observation or in a secured area. If you do become a victim of theft, immediately report it to the Police.
- Usage of a(n) inflatable/bounce house is permitted with prior approval and an additional fee. The inflatable/bounce house must be removed from the premises by the end of the scheduled reservation.
- 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 park employees will be billed to the user at the rate of \$25 per hour (with a minimum charge of \$25) plus the cost of materials to repair any damages. No additional time before or after your scheduled reservation is included for set up and clean up. Please enter and exit the building accordingly.
- No persons granted a reservation shall expose or offer for sale any item, where profits accrue to any individual person or members of the sponsoring organization, unless the activity is sponsored or cosponsored by New Albany Parks and Recreation or approved by the New Albany Parks and Recreation Board.
- No persons 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.
- A 50% refund will be allowed only if notified no later than 30 days prior to scheduled event. Refund checks may take up to 30 days to process. No refunds are given for inclement weather. We will be happy to work with you to find an alternate date if we are notified at least 14 days prior to the reservation date. The reservation date can only be changed 1 time if a change of reservation date is approved. If the rescheduled date is cancelled, no refund will be given and a fee of \$25 or 25% of the reservation fee (whichever is greater) will be applied to your account. We understand special circumstances can arise unexpectedly necessitating a last minute cancellation or change of plans. Please contact our offices to discuss your special circumstances and possible options.

***Please Note:** Violations of park rules may result in a group being asked to leave the park property with no refund of the reservation fee.

By signing this contract, I, the undersigned, clearly understand and have received the policies regarding shelter reservations and will be responsible for my group complying with all rules and regulations contained within. I agree to be responsible for taking all reasonable and necessary actions to insure the safety of the persons and property of all participants in the events during the rental period, including but not limited to, employees, participants associates, guests, spectators, and any member of the public in attendance at any of the events being held by my group at the facility. I assume full responsibility for the supervision of my group and agree to defend, indemnify, and to hold harmless New Albany Parks and Recreation and the City of New Albany, its owners, agents, servants, and/or employees from all claims for any liability, responsibility, injury, loss, damage or expense, including attorneys' fees, in any way connected with the use of Park property. I understand that use of any Park property is voluntary, and I voluntarily assume and accept personal responsibility for any injury, liability, loss or damage arising from any and all risks, known and unknown, foreseeable and unforeseeable, in any way connected with use of Park property.

_____ Group Representative

_____ Date

_____ Staff Representative

_____ Date