

City of Folsom - Park Pavilion Rental Policies and Guidelines

Requested Park Facility:

1. Park Pavilion rentals do not include exclusive use of other park facilities. These facilities remain open to other park visitors. Pavilion rentals are not available prior to 9:00am.
2. Park Pavilions will be cleaned and ready for the permit holder at the beginning of the rental time. It is recommended that a member of the renting group be available to secure the facility at the start of the rental time printed on your receipt. Reserved signs will be placed on the pavilion prior to the start time.
3. Renting groups should have their completed sales receipt on hand during their event. The rental agreement will serve as evidence of a confirmed reservation.
4. Renting groups are responsible for cleaning the pavilion after an event to include: removing all food and trash from the tables and floor, and placing it in the trash receptacles provided.
5. The rental party must not exceed the maximum occupancy for each assigned pavilion.
6. Attractions such as: dunk tanks, bounce houses, pony rides, live bands, and carnival booths are not permitted.
7. Amplified sound systems and music are not permitted, except for radios which must be kept at a volume low enough to be audible to the immediate pavilion area only.
8. Events that have alcoholic beverages are required to obtain a separate permit.
9. Park hours are 7:00am to one hour after sunset. Park Pavilion rental times are between the hours of 9:00am and 8:00pm. Rental times may not exceed eight hours and must be consecutive. Please enter requested starting and ending times below:

Park Pavilion rental time	Event Date:	Start Time:	End Time:
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10. Water and electricity are provided in most of the pavilions. Pavilion lights are not available.
11. The applicant/renter and or organization agrees to protect, defend, indemnify and hold the City of Folsom and its officers, agents, and employees harmless of any and all claims, actions and lawsuits for death or injury to persons, or damage to property arising from or in connection with the applicant/renter's rental of the Park Pavilion, and further agrees to defend and pay any and all costs incurred by the City as a result of any claim, action or lawsuit against the City arising from the rental and use of City facilities.
12. Parking availability is not guaranteed and may be limited due to other scheduled events or drop-in use.
13. Evidence of liability insurance covering the rental party and the City of Folsom in the amount of \$1,000,000 per occurrence is **strongly recommended** for all reservations. Special event liability insurance can be purchased at the Community Center office. Rates are reasonable and are based on the number of participants and the classification of the event. All applicants must initial one of the two choices below.

_____ **I will purchase or provide the recommended liability insurance for my event.**

_____ **I decline to purchase or provide the recommended liability insurance for my event. I understand and acknowledge that I and my organization will be responsible for defending and paying claims and lawsuits arising from our use of the Park Pavilion without a liability insurance coverage.**

14. Cancellation of confirmed reservations are subject to the following conditions and fees:
 - A. In excess of 6 months in advance of the scheduled date, the City will retain 25% of the total rental fee.
 - B. With 60 to 180 days notice prior to the scheduled date, the City will retain 50% of the total rental fee.
 - C. With less than 60 days notice prior to the scheduled date, the city will retain 100% of the total rental fee.
15. My signature certifies that I have read and understand the policies set forth by the City of Folsom governing the use of Park Pavilions, and that I and my organization will take full responsibility for seeing that the use of these facilities by the organization that I represent is in full adherence and compliance with these conditions.

Signature of Applicant _____ Date _____

Print Name _____