



# FACILITY RENTAL APPLICATION

City of Kearney  
 Park & Recreation Department  
 2005 1<sup>st</sup> Avenue  
 PO Box 1180  
 Kearney, NE 68848

Office: 308-237-4644  
 Fax: 308-233-3608

OFFICE USE ONLY:	
Calendar: <input type="checkbox"/>	Copies: <input type="checkbox"/>
Fee: _____	Paid: <input type="checkbox"/>
Deposit: _____	Paid: <input type="checkbox"/>
Lodge Deposit is payable when you pick up the key.	

The following information is requested by the City of Kearney Park & Recreation Department to assist in the review and consideration of your request to rent city facilities. The accuracy and completeness of this application is very important. Be as detailed and specific as possible. Incomplete information will delay review of your application. All requests are on a first-come, first-serve basis and no date will be reserved until the City of Kearney approves this rental request. There is no binding commitment until a Facility Rental Agreement has been signed and all fees are collected.

## FACILITY/ROOM(S) REQUESTED

<b>YANNEY HERITAGE PARK</b> <input type="checkbox"/> ERC BUILDING <input type="checkbox"/> ROTARY SHELTER <input type="checkbox"/> MITZI'S PAVILION <input type="checkbox"/> KELLAWAY GARDENS <input type="checkbox"/> COPE AMPHITHEATER <input type="checkbox"/> OTHER _____	<b>HARMON PARK ACTIVITY CENTER</b> <input type="checkbox"/> RIVER BIRCH ROOM <input type="checkbox"/> CONFERENCE ROOM <input type="checkbox"/> SYCAMORE ROOM <input type="checkbox"/> OTHER _____ <input type="checkbox"/> KITCHEN
<b>COTTONMILL PARK</b> <input type="checkbox"/> EAST SHELTER <input type="checkbox"/> AMPHITHEATER <input type="checkbox"/> WEST SHELTER <input type="checkbox"/> OTHER _____ <input type="checkbox"/> LODGE	<b>HARMON PARK</b> <input type="checkbox"/> ROCK GARDEN <input type="checkbox"/> SONOTORIUM EAST SHELTER      Specific area requested: _____ <input type="checkbox"/> SONOTORIUM WEST SHELTER <input type="checkbox"/> SERTOMA SHELTER <input type="checkbox"/> SONOTORIUM STAGE <input type="checkbox"/> OTHER _____
<b>CENTENNIAL PARK</b> <input type="checkbox"/> CENTENNIAL PARK SHELTER <input type="checkbox"/> CENTENNIAL POOL	<input type="checkbox"/> OTHER _____

<b>PRIMARY CONTACT AND/OR ORGANIZATION</b> Name: _____ Company/Organization: _____ Phone: _____ Alt. Phone: _____ Address: _____ City: _____ State: _____ Zip Code: _____ Email: _____ Fax #: _____	<b>DAY OF EVENT CONTACT PERSON          (Only if different from primary)</b> Name: _____ Phone: _____ Alt. Phone: _____ E-mail: _____
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**EVENT TYPE:**     Family/Social Gathering       Business Meeting       Class/Seminar/Workshop  
                           Wedding       Wedding Reception       Other \_\_\_\_\_

Event Name: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Requested Day of Week: \_\_\_\_\_ Month: \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

Time (includes set up & clean up) From \_\_\_\_\_ to \_\_\_\_\_ Total Time: \_\_\_\_\_ (fee based on total time of rental)

Date to pick up key for Lodge: \_\_\_\_\_ (\$100 deposit will be collected at this time)

**EVENT DETAILS**

Please check "yes" or "no" to each of the following. If you mark "yes" to any item, please provide details under the "Event Description" below (some items may require written authorization, additional fees, and/or proof of insurance).

	YES	NO
Is your event open to the public:	<input type="checkbox"/>	<input type="checkbox"/>
Are you planning to bring in Jump-a-roos/canopies:	<input type="checkbox"/>	<input type="checkbox"/>
Are you planning to charge registration/admission fees:	<input type="checkbox"/>	<input type="checkbox"/>
Will you be selling food or beverages:	<input type="checkbox"/>	<input type="checkbox"/>
Will there be live or amplified music:	<input type="checkbox"/>	<input type="checkbox"/>
Are you hiring a third party vendor:	<input type="checkbox"/>	<input type="checkbox"/>
Will you be decorating the facility (restrictions apply):	<input type="checkbox"/>	<input type="checkbox"/>
If an outdoor wedding, will you need electricity:	<input type="checkbox"/>	<input type="checkbox"/>
If reserving a facility at Yanney, do you request to drive in to park to deliver chairs or other equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Event Description: i.e.: Third party vendors (caterers, musicians, add flier, extra sheet if necessary, etc.) _____		

Failure to disclose all event information may result in forfeiture of all/some of the deposit. Incomplete information will delay the processing of your application and may result in loss of your requested dates/times.

Please **initial** the following items to acknowledge you have read and understand the following restrictions:

- I am aware I am responsible for my own set-up and cleanup. Nothing can be placed in building prior to your scheduled rental time and nothing is to be left in the building after your scheduled rental time. The City of Kearney is not responsible for items left in the building.
- All youth groups must have an approved number of adult sponsors present at all times.
- No smoking is allowed inside city facilities.
- No alcohol is allowed in any City Park or in the City Park facilities.
- I am aware I must not arrive earlier than my rental time noted on my Rental Contract or stay later than what is noted.
- I am aware that I must inform all third party vendors of all City of Kearney policies and procedures and they must abide by these during my event.
- I am aware the City of Kearney is unable to provide storage.
- Cancellation policies: Please inform Park and Recreation Office at 237-4644 if you cancel your reservation. No refunds will be given if less than 30-day notice is given. Prior to 30-days there is a \$30.00 cancellation fee for indoor buildings. There is a \$15.00 cancellation fee for shelters, amphitheaters and weddings. There are no refunds issued due to inclement weather.
- Only the room(s) rented may be used.
- The City of Kearney Park and Recreation Department has sole discretion and authority to restrict or refuse the use of any public facility to any group or individual.
- Signs or decorations may not be attached to the building. We suggest table decorations, plants or balloons.
- No individual person or business fundraising or sale of products is allowed in any city park or facility.
- Organized Runs/Walks require a \$1,000,000 Liability Insurance Policy. Organized run/walks may use spray chalk or sidewalk chalk if needed for direction purposes for the run/walk. Spray paint or Marking paint is NOT allowed. Deposit will be held if used. Spray chalk can be purchased from Park and Recreation for \$6.50. Events, open to public, hosting a jump-a-roo at their event require a \$1,000,000 Liability Insurance Policy. Certificate of Insurance must be submitted no less than two weeks prior to event or contract is rendered void and the event will be cancelled.
- I am aware I will receive a "Rental Procedure" page and agree to abide by all items listed (if applicable)

**IMPORTANT – READ BEFORE SIGNING:**

The applicant is the authorized agent of the group submitting this application. The applicant (and his/her organization if applicable) making this application understand and agree to assume all risk for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the City of Kearney. The applicant further agrees that in consideration of being permitted to use said facilities, he/she and the group will defend, indemnify and hold harmless the City of Kearney, and their agents and employees harmless from any loss, claims and liability or damages and/or injuries to persons and property that in any way may be caused by the applicant's use or occupancy of the facilities.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved:**

**Approved with Special Instruction (see attached):**

**KPR Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_