

**BRANSON PARKS & RECREATION
RENTAL AGREEMENT**

417-335-2368 phone, 417-335-2523 fax

Date: _____

Facility Requested:

RecPlex

- _____ Community Room A
- _____ Community Room B
- _____ Community Room C
- _____ Room B/Patio
- _____ Room C/Patio
- _____ Patio
- _____ Pavilion A
- _____ Pavilion B
- _____ Pavilion C
- _____ Pavilion D
- _____ *Full Gym
- _____ *North Court

- _____ *South Court
- _____ Birthday - Green
- _____ Birthday - Blue
- _____ Birthday - Yellow
- _____ Pool
- _____ *Baseball Field #1
- _____ *Baseball Field #2
- _____ *Baseball Field #3
- _____ *Baseball Field #4
- _____ *Soccer Field #1
- _____ *Soccer Field #2

**Requires management approval*

Stockstill Park

- _____ Large Pavilion
- _____ Small Pavilion
- _____ *Kiewit Field
- _____ *Huff Field
- _____ *Soccer Field

Community Center

- _____ Card Room
- _____ Classroom B
- _____ Classroom C
- _____ Community Hall
- _____ Community Hall A
- _____ Community Hall B
- _____ Conference Room
- _____ Kitchen

Date/Dates Requested _____

Hours: _____ am/pm to _____ am/pm

Purpose of Use _____

Expected Attendance _____

Household Name Making Reservation: Persons in charge **MUST BE** in attendance

Name _____

Name of Organization (If Applicable) _____

Address _____

Address of Organization (If Applicable) _____

Phone: Home _____ Work _____ Cell _____

Phone Number of Organization (If Applicable) _____

Setup instructions (meeting rooms only) _____

Please be aware that your event may require a special use permit through the City of Branson Planning Dept. Examples of events are: 5K Runs; events using inflatables; events with bands; large scale events; events for non-profit associations, etc.

If you are using the RecPlex pavilions, please do not drive on walking paths

Please read and sign:

I, the undersigned, assume the responsibility for damage that may be caused by this group and agree to reimburse the City of Branson for same within 10 days of being billed for it by the City. I agree to assume liability for damage as ascertained by the Parks Director. Failure to reimburse the City of Branson for damage shall result in charges being filed by the City Prosecutor as well as possible civil action in state court. I have read the rules and understand and accept them. I assume responsibility for the conduct of this group.

Signature

Please note:

During hours in which the City offices are open, persons in charge of activity are accountable to the Branson Parks & Recreation Dept. After hours, persons in charge are accountable to the Police Dept.

At any time an activity becomes an interference with City business or when conduct is not in accordance to accepted standards, such activity will be halted and all persons will be removed.

GENERAL LIABILITY RELEASE

I, _____, the undersigned, in consideration of receiving permission from the CITY OF BRANSON, to engage in athletic events, participation in community service, or to engage in the utilization of any of the services and facilities of the CITY OF BRANSON, the receipt of such permission being hereby acknowledged and in further consideration of receiving permission to participate, the undersigned does hereby release the CITY OF BRANSON, its agents, officers, servants, and employees, of and from any and all liability, claims, demands, actions, and causes of action whatsoever, arising out of or related to any loss, damage, or injury, including death, that may be sustained by the undersigned, while in, on, or upon the premises or engaged in such activities, owned by, sanctioned by, or under the supervision of the CITY OF BRANSON.

The undersigned being duly aware of the risks and hazards inherent upon engaging in such activities or participating in such activities, hereby elects voluntarily to enter upon the premises, and to engage in or participate in such activities knowing that said activities or participation may be hazardous. The undersigned hereby voluntarily assumes all risks of loss, damage, or injury, which may be sustained as the result of such participation and activities.

NOW, THEREFORE, in consideration of the premises extended to me by the CITY OF BRANSON, through its officers and agents for such participation, I do hereby for myself, my heirs, personal representatives, remise, release, and forever discharge the CITY OF BRANSON and all of its officers, agents, and employees, acting officially or otherwise, from any and all claims, demands, actions, or causes of action, on account of any injury to me which may occur from such activities or participation.

THIS IS A RELEASE – I HAVE READ AND UNDERSTOOD BEFORE SIGNING.

Signature _____

Date _____

**BRANSON COMMUNITY CENTER
POLICIES & PROCEDURES**

General Regulations

1. Use of alcoholic beverages is prohibited.
2. Smoking is prohibited.
3. Gambling is prohibited.
4. Political activity other than City or County may be permitted only if approved by the Board of Alderman.
5. The furniture, chairs, and tables assigned to the facility may not be removed from the facility.
6. All groups are required to sign a liability waiver. Organized groups and national associations are required to show proof of insurance before rental (certificate of general liability insurance listing, the city as additional insured).
7. Rates for groups, which meet at the community center, are subject to review on a yearly basis.
8. Class instructors/chairman for non-profit or social groups are to collect fees when applicable and turn over the Community Center Staff.
9. All groups, which meet at the Community Center, are subject to review and may be asked to vacate the building due to disruptive behavior.
10. A janitorial service charge is applicable for use of the Community Center for charitable, community or nonprofit civic organizations.
11. Fees must be paid at the time of the booking. No reservations can be entered in without the full payment.

Refund Policy

To request a refund no less than 48 hours in advance of your scheduled reservation, call or stop by the RecPlex during business hours of 8:00am to 4:30pm Monday through Friday. Participants have 60 days after the cancellation of a reservation to pick up a refund. After 60 days, the refund will be forfeited and moved into a scholarship fund.

Check List for Community Center Users

BEFORE you leave the Center make sure these things have been done:

Tables, chairs, and equipment returned to original location (including the storeroom).
Tables cleared and wiped down.
Eight chairs placed around each table.
Trash taken to dumpster and plastic can liners replaced.
Coffee maker turned off and coffee pot washed.
Floor messes swept and spills mopped.
Lights turned off and doors locked (if applicable).
Make sure entrance doors are unlocked / locked on both sides

KITCHEN: To maintain the sanitary standards required by the Nutrition Program make sure you have:

Turned off all stove burners, ovens, and the grill.
Cleaned all surfaces - counters, worktable, stoves, sinks and dishwasher.
Swept and mopped the kitchen floor.
Take trash to dumpster and replace plastic can liners.
Wash all dishes, silverware, pans and utensils that were used.
Return all dishes, silverware, pans and utensils to their proper locations.
Empty the dishwasher and clean the metal basket.
Make sure ALL utensils, pans, etc. belonging to the Center are left here

THINGS TO BRING:

Coffee supplies; 55 Gal Trash liners; Dish soap

Dish rags; Paper towels; table clothes if desired

(Round Tables 6'. Long Tables 8'x 30". Card Tables 4'x 4')

