



## Park Rental Rules and Guidelines

### **Renter Responsibilities Associated with Park Rentals:**

Failure to abide by **any** of the following responsibilities will result in fines, loss of park use, loss of damage deposit, and/or rental privileges. No illegal activity will be tolerated at the City of Edgewater parks.

- 1. Hours for park rentals are from 8:00am to 9:00pm.**
- 2. Applicants must provide time for rental to allow for check in and check out during allowable park rental hours.**
- 3. Rental applicants must be 21 years of age or older.**
- 4. Applicants must have signed their permit before the day of their reservation.** The facility shall be used for the purpose stated on the rental request form, and no other use will be permitted. The permit may be revoked by the City of Edgewater for failure to observe the rules and regulations.
- 5. Rental groups are responsible for picking up the Pavilion restroom key prior to their rental.** If renting any of the restrooms at Citizen's Park a restroom key will be available for pick-up three days prior to the rental. The key needs to be returned the day following the rental. Key pick-up and drop-off take place at the Edgewater Civic Center (1800 N Harlan Street.) Key drop-off can be done in business hours or after hours can be placed in the utility drop box outside the Civic Center. Any damage, leaving restrooms unlocked, or loss of the pavilion restroom key will result in automatic loss of deposit.
- 6. Park pavilion and bathrooms must be left in a clean and orderly condition.** All decorations, unwanted food and litter must be put in the trash receptacles. Extra trash bags will be provided with the pavilion restroom key. Rentals are responsible for emptying park trash and replacing the bags in the trash cans. The removed trash needs to be disposed of in the dumpster located on west 22<sup>nd</sup> street. The park is inspected the next day and failure to clean sufficiently, or any leftover decorations will result in loss of damage deposit and possible future denial of rental.
- 7. Applicant is responsible for any damage to sod, irrigation system, trees, shrubs, restrooms, or shelters.**
- 8. Applicant will be responsible for the conduct and control of participants.** All pavilion use will be under the direct supervision of an adult. Noise complaints



or misconduct will result in the forfeit of your damage deposit.

9. **Applicants must bring a copy of their Park Permit on the day of their reservation.** This permit must be made available to City personnel upon request. Failure to provide permit may result in forfeit of damage deposit and removal from park.
  10. **Reservation of pavilion does not include closed public access to the softball field, play area, open field, or horseshoe pits.** Applicants must reserve each amenity of the park for use at their event, or the entire park. However, reservation of the Pavilion does include use of the restroom facility. The Parks and Recreation Department reserves the right to utilize amenities within the park even with a complete park rental.
  11. **Use of the park does not give renter access with vehicle to the pavilion.** All vehicles must stay out of park area. Deposit will be forfeited if vehicles are driven into the park.
  12. **Permission to use the Park does not constitute endorsement by the City of Edgewater of any organization or group, or of the beliefs of the organization or group.**
  13. **Activities must not endanger persons or property or create a dangerous condition on park property or adjacent areas.**
  14. **Jumping Castles, tents, nets, or any stakes in the ground must be approved prior to the rental with the Parks and Recreation Department.**
  15. **Alcoholic beverages are only permitted with a park permit. No hard alcohol or glass is permitted in the park.**
  16. **No more than the maximum occupants listed on the permit shall use the facility at any one time.**
  17. **All municipal codes, laws, and regulations shall be followed.**
- A. The following activities are PROHIBITED in the park:**
- Driving off designated roadways. This includes driving beyond curb lines and designated parking areas or onto sidewalks or grassy areas.
  - Consumption of alcohol without Parks and Recreation Department Park Permit. Hard alcohol is not permitted at any time.



- Glass beverage containers.
- Pets off leash. Leash laws must be observed at all times.
- Failure to pick up pet waste.
- Unreasonable amplified music. Events wishing to have amplified sound must list that on their rental application.
- Open fires.
- Alterations or physical damage to the park.
- Resale of food, beverages, or other products.
- Littering.
- Jumping Castles, tents, nets, or any stakes in the ground without Parks and Recreation Department approval.

*The Parks and Recreation Department reserves the right to refuse or revoke this application due to weather/park conditions, staffing levels and/or if these rules and regulations are not complied with.*

#### **B. Softball Field Use:**

- There will be no smoking on school property or in the park during programs. External league organizations will be responsible for ensuring this rule is followed.
- There will be no alcohol consumption on the field of play or in the dugouts. Outside of the field or in the stands will be allowed. Hard alcohol is not allowed at any time.
- Glass containers are strictly prohibited anywhere in Citizens' Park or the parking areas of the facility.
- Trash must be picked up after every game. External league organizations will be responsible for keeping the used section of the park clean (This includes the parking lot of used parks). If excessive trash accumulates, the league may be postponed until further action is taken.
- There will be no music played at the park during game time. Please respect the neighboring residents.
- The parking lot does not belong to the City of Edgewater. Those wishing to use that facility need to request permission from the Jefferson County School District.

#### **C. User Groups and Fees:**

Below is a list of user groups with a brief description of what categorizes a rental. Facilities will be reserved on a first come first serve basis.

1. **City of Edgewater** – City sponsored activities will have first rights to the facility. Sponsored activities include recreation programs, special events, meetings, and



meals. All City sponsored activities must have a designated staff person or program leader in attendance throughout the event. Keys will be issued to the staff person or program leader.

**2. Private Rental Resident** – To be categorized as a Private Rental Jeffco resident, the main contact for the rental will have to provide proof of residency in Jeffco. This proof can be a Driver’s License with their address listed on it, or a utility bill that includes their address.

**3. Private Rental Non-Resident** – All rental applicants that do not fit in the above-mentioned categories will fall into the Non-Resident category.

Facility	Resident	Non-Resident	Damage Deposit	Amenities
Citizen’s Park (Whole Park)	\$600/ Day	\$800/ Day	\$100	Softball Field, park pavilion, horseshoe pits, open space in front of park pavilion, softball field and pavilion restrooms
Citizen’s Park Pavilion (Less or equal to 150 people)	\$120/ Day	\$160/ Day	\$100	Bathroom access
Softball Field- No Lights	\$40/ Hour	\$55/ Hour	\$100	Bathroom access, bases
Softball Field- Lights	\$65/ Hour	\$85/ Hour	\$100	Bathroom access, lights, bases
Initial Field Drag	\$125	\$125		Chalk, bases, and initial field drag
Horseshoe Pits	\$15/ Day	\$20/ Day	\$100	Use of horseshoe pits
Bathroom Rental	\$75/ Day	\$100/ Day	\$100	Bathroom access
Memorial Park Rental (Less Than 100 People)	\$75/ Day	\$100/ Day	\$100	Use of entire park

**All fees must be paid in full to reserve a date. Dates will not be held with partial payments.**

**D. Damage Deposit:**

In addition to the fee, a damage deposit is required for all reservations. Fee and



damage deposit payments must be made upon rental. A permit will be issued to the applicant after all fees have been paid. Your reservation is not valid until the entire payment is made. You will **ONLY** get your deposit back after the facility has been inspected, and the facility is not damaged and satisfactorily cleaned by the users. The deposit and/or any portion deemed necessary shall be retained by the city as compensation for the damages or cleaning fees. The damage deposit will be issued in the form of a check or returned to the credit/debit card and may take up to three weeks to process.

**Note:** Please make sure your address is correct. The address on your paperwork is where your deposit will be sent. We will not be sending deposit checks to a different address than listed on the permit.

**E. Weather Cancellation:**

In the event of inclement weather, a cancellation must be made by the business day prior to the rental. If these conditions are met, the rental can be rescheduled for another date within the calendar year, or refunded minus a \$20 service charge.

**G. Cancellation Policy:**

No refunds will be made for cancellations received less than **one week** prior to a scheduled event. Cancellations received one or more weeks prior to an event will forfeit a service charge of \$20.00.

Dates of Cancellation	Renter Receives
30 days or more	100% of deposit and 100% of rental fee minus \$20.00 cancellation fee
15-29 days	100% of deposit and 50% of rental fee
8-14 days	100% of deposit and 25% of rental fee
7 days or less	100% of deposit and 0% of rental fee

The City of Edgewater will not be held liable for any injuries to participants, or damage to equipment. The applicant assumes all responsibility during facility use.