

**RIDGELAND RECREATION AND PARKS DEPARTMENT  
REQUEST FOR FACILITY USE**

ORGANIZATION or INDIVIDUAL (S) NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NUMBER: HOME \_\_\_\_\_ WORK \_\_\_\_\_ PAGER \_\_\_\_\_

DATE OF RENTAL: \_\_\_\_\_ FACILITY: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_ APPROXIMATE NUMBER OF PARTICIPANTS: \_\_\_\_\_

SET-UP TIME: \_\_\_\_\_ START TIME: \_\_\_\_\_ ENDING TIME: \_\_\_\_\_

**I hereby agree that I have received and read a copy of all the regulations and policies governing the use of the above named facility and that I comprehend the same in its entirety.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

<b>Office Use Only</b>
Date Paid _____
Amount Paid _____
Deposit Paid _____

**FACILITY POLICIES**

To ensure the maximum and most efficient use of city facilities, the Ridgeland Recreation and Parks Department has established the following policies governing their uses:

- City facilities will be made available to all citizens on a first come, first serve basis. However, the Ridgeland Recreation and Parks Department reserves the right to provide activities on those dates deemed appropriate in carrying out its mandate.
- To be considered for non-profit fee, you must provide a copy of your 501C non-profit status to the Ridgeland Recreation and Parks Department upon signing the contract, and also obtain written approval from the Mayor and Board of Aldermen for any reduction of fees for facility use 60 days before the event.
- Person(s) holding the reservation permit is solely responsible and answerable for damages and for any and all accidents or injuries to persons or property resulting from his/her actions to the facility or grounds.

**CANCELLATION POLICY**

- Should the permit holder cancel his/her event with the Ridgeland Recreation and Parks Department they may reschedule if a time slot is available or request a refund. Permit holder should note refunds may take two weeks or more to process.

**ASSUMPTION OF RISK AND INDEMNITY AGREEMENT**

We, the \_\_\_\_\_, as part of the consideration for renting, leasing or otherwise using the CITY OF RIDGELAND/WOLCOTT PARK/FRIENDSHIP PARK/FREEDOM RIDGE PARK/RIDGELAND RECREATIONAL CENTER agree to assume full responsibility and liability for any and all risk if loss by theft, vandalism, destruction, or otherwise, of any and all items of personal property belonging to the organization, group or members thereof while in and about said facility, regardless of whether or not said loss relates to, or arises out of, the use of said facility and, in addition, said organization or group agrees to indemnify and hold the City of Ridgeland, its agents and servants, and employees harmless from and against all claims and expenses for same, including attorney fees.

**Make checks payable to:** RR&P  
**Mail checks to:** Ridgeland Recreation & Parks  
P.O. Box 217  
Ridgeland, MS 39158

This the \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

\_\_\_\_\_  
Authorized Signature