

**RIDGELAND RECREATION AND PARKS DEPARTMENT
RENTAL POLICIES FOR FRIENDSHIP PARK AND FREEDOM RIDGE PARK PAVILIONS**

PURPOSE

To better serve the citizens of our community, we request and find necessary that all persons adhere to the following rules and regulations.

RENTAL POLICIES

- 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 not to rent facilities due to prior scheduled activities.
- Any rental event charging fees of any type for profit or charitable fund-raising requires a separate letter, submitted to the Ridgeland Recreation and Parks Director, at least two weeks in advance of the event. It is not the purpose or intent of city facilities to be used by individuals/businesses for profit. 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.
- The Pavilion Rental Agreement must be confirmed by the Ridgeland Recreation and Parks Department prior to reserving rental facilities.
- **Reservations are not confirmed until approved by the Ridgeland Recreation and Parks Department and rental fee is paid in full. Rental fees can be paid online or in person with check or cash at City Hall.**
- Reservations for groups composed of minors will be issued only to adults (parents, teachers, guardians) who will accept responsibility for supervision throughout the entire period covered by the rental agreement.

RESPONSIBILITIES

Organization or individuals issued a Pavilion Rental Agreement will be responsible and accountable for:

- Sole responsibility 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.
- Maintaining order and control over persons in the group.
- Abiding by all policies and procedures of the Ridgeland Recreation and Parks Department as directed by the instructions in the contents of this rental agreement and by the Ridgeland Recreation and Parks employee(s) on duty.
- Maintaining and cleaning the grounds following each activity. It is the responsibility of the person(s) holding the rental agreement to see that this is done. Failure to clean the area could result in the denial of any future use by the person or group.

OPERATIONAL RULES

- Catered food, decoration, equipment, band instruments and any other set-up preparations prior to the event must be approved by the Ridgeland Recreation and Parks Director.
- Materials such as tacks, nails, staples, glue, etc. may not be used to attach decorations to the facility. Damage to any part of facility will be grounds for future denial of similar reservations.
- Facility must be completely vacated at the end of the agreed rental time (band equipment, etc.).
- **NO ALCOHOLIC BEVERAGES OR** glass bottles permitted on city property.
- Not permitted: seafood boils of any kind, food vendors, bounce houses, train rides, animals or water activities.

SECURITY

The Ridgeland Recreation and Parks Department reserves the right to require police security at any function deemed necessary by the director.

CANCELLATION

Should the reservation holder cancel his/her event with the Ridgeland Recreation and Parks Department they may reschedule if a time slot is available or receive a credit for future use. Ridgeland Recreation and Parks has the authority to determine cancellation due to weather and issue a credit. There are **NO REFUNDS**.

I, the renter of said facility, as part of the consideration for renting, leasing or otherwise using the CITY OF RIDGELAND, WOLCOTT PARK/FRIENDSHIP PARK/FREEDOM RIDGE PARK agree to assume full responsibility and liability for any and all risk of 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.

Failure to comply with all the terms of these regulations, or violation of any federal, state or municipal law, ordinance or regulation in conjunction with the use of this facility, will result in immediate cancellation of the privilege of using this facility and will be grounds for future denial of similar reservations.

**RIDGELAND RECREATION AND PARKS DEPARTMENT
RESERVATION FORM**

ORGANIZATION or INDIVIDUAL (S) NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

CELL: _____ ALTERNATE NUMBER: _____

EMAIL: _____

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 rental policies governing the use of the above named facility and that I comprehend the same in its entirety.

Signed _____ **Date** _____

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

Office Use Only	
Date Paid: _____	
<u>Circle:</u>	
Amount Paid: \$75	\$100
Check # _____	Cash Online
<u>Initial:</u>	
Confirmed in RSVP calendar book: _____	
RR&P employee confirmation: _____	