

City of Bloomington Parks & Recreation  
P.O. Box 848  
Bloomington, IN 47401  
(812) 349-3700



CITY OF BLOOMINGTON  
Parks and Recreation

**RENTAL RESERVATION FORM**  
*Allison-Jukebox Community Building*  
351 South Washington (812) 349-3731

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Reservation: \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_ (Include set up/clean up)  
(Rental hours must be between 8:00 a.m. and 11:00 p.m.)

Nature of Activity/Event: \_\_\_\_\_

*We have read, fully understand, and agree to abide by the rules, regulations, and restrictions governing the use of said facility and agree to be responsible for any damage to park property due to such occupancy and for the strict observance of the rules and regulations of the Bloomington Parks and Recreation Board of Park Commissioners relative to the use of the facility. The renter assumes all risk of loss, damage or injury to persons or property. Bloomington Parks and Recreation Department is thus released from all claims for such loss, damage or injury sustained while the renter uses the facilities.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address City State Zip Date

Rental Fee: \$ _____ X _____ = \$ _____ Price per hour # of hours	Number of people expected at event: _____
Deposit: \$ _____ Date Paid: _____ Receipt # _____	Indicate the room(s) being rented:
<b>Balance Due:</b> _____ Date Paid: _____ Receipt # _____	<input type="checkbox"/> Tile Room (48'X24') capacity 88 people
<i>*Minimum 50% deposit due to reserve building</i>	<input type="checkbox"/> Carpet Room (62.5'X24') capacity 50 people
	<input type="checkbox"/> Whole Building (2 activity rooms and Kitchen)

Activity Room	Per Hour	Category Description
Category A	\$ 35.00	City Department
Category B	\$ 45.00	Not for Profit/Parks Affiliate
Category C	\$ 55.00	Private Use
Whole Building	Per Hour	Category Description
Category A	\$ 55.00	City Department
Category B	\$ 65.00	Not for Profit/Parks Affiliate
Category C	\$ 85.00	Private Use

**BLOOMINGTON PARKS & RECREATION**  
**FACILITY RENTAL POLICIES**

1. All facility renters, except Bloomington Parks and Recreation, must have an approved reservation form to use the facilities.
2. All facility renters are required to pay, as a minimum, fifty percent (50%) of the total rental fee as a deposit at the time of initial reservation. The deposit is non-refundable. The rental period must include time for setting up and cleaning up after the event. Suggested times are 30 to 45 minutes for both set-up and clean-up.
3. All rental fees must be paid in full, no less than seven (7) days prior to the date of the renter's scheduled use. If the full fee is not paid within seven (7) days prior to use, Bloomington Parks and Recreation reserves the right to charge \$25 late fee and/or cancel the reservation.
4. The facility renter is personally in charge and responsible for the conduct of all persons in attendance at the facility. The renter and/or his/her organization will be held financially liable for any resulting damages to the facilities and/or property. Charges will be based on equipment replacement and administrative costs.
5. Bloomington Parks and Recreation may assess additional cleaning fees if the facilities are not left in reasonably clean condition. Charges will be based on severity of damage/mess.
6. All kitchen equipment used must be properly cleaned and stored. Furnishings must be returned to their proper locations, and all trash created by the renter must be placed in the appropriate containers provided by Bloomington Parks and Recreation.
7. No furnishings shall be removed from any facility. Permanent structures may not be moved. Only identified equipment such as tables, chairs, and the like may be moved.
8. All reservation forms are revocable at the discretion of the Board of Park Commissioners or the Administrator of Bloomington Parks and Recreation.
9. Political or religious signage and/or literature may not be displayed.
10. The Administrator may request the use of an approved security officer(s). The cost of the security officer(s) will be assumed by the renter/group.
11. Bloomington Parks and Recreation personnel will be on-site during rentals.
12. Bloomington Parks and Recreation reserves the right to refuse any rental application for groups and organizations.
13. Bloomington Parks and Recreation employees may not use park property or facilities for personal gain.
14. All facilities are smoke, alcohol, and drug-free.
15. Multiple rentals are possible upon reservation. Please respect others renting the facility at the same time.
16. Renters charging a fee for their event must complete appropriate paperwork before rental is approved.
17. The facility renter is responsible for communicating concerns or damages prior to rental to the on-site building supervisor.
18. The possession of alcoholic beverages, drugs and other illegal controlled substances, fireworks, air rifles, paintball guns, bow and arrows, crossbows, swords, and pellet guns is strictly prohibited in any park or park facility. However, pursuant to Bloomington Municipal Code 14.20.020, the discharge of a firearm is strictly prohibited within the City's jurisdiction. Amplified music, or the promotion or sale of any article is expressly prohibited without a Special Use Permit."

19. Pursuant to Indiana Code 35-47-11.1-2 and 3, the City is prohibited from enforcing its former policy on firearms in public parks and city facilities as of July 1, 2011.

However, per Indiana Code 35-47-11.1-4(10), a person or organization who rents space in a Parks facility may develop and implement, at its own discretion, rules of conduct or admission regarding the possession, carrying, and storage of firearms, upon which attendance at and participation in its activities is conditioned.

If a person or organization who rents space in a Parks facility develops such a policy for its activities, it will be responsible for implementation and enforcement of such a policy, and it shall provide a copy of the policy to the City which shall be attached to this Agreement as Exhibit A.”

\*\* For further details regarding these policies see the Park and Facility Special Use Policy.