



**ALLISON-JUKEBOX COMMUNITY CENTER RESERVATION FORM**

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

Anticipated Attendance: \_\_\_\_\_

Is the renter a:  City of Bloomington Department  Business  501c3  Other

*Depending on the activity and/or number of expected attendees, the Parks Department may require Renter to acquire General Liability event insurance. If this is the case, the Parks Department will notify renter of the insurance requirements, and Renter must provide proof of insurance at least forty-eight hours prior to the start of Renter's event.*

*Renter has read, fully understands, and agrees to abide by the rules, regulations, and restrictions governing the use of said facility. Renter agrees to be responsible for any damage to Parks' property due to Renter's occupancy and for the strict observance of the rules and regulations of the Bloomington Parks and Recreation relative to the use of the facility. Renter assumes all risk and shall defend, indemnify, and hold harmless the City of Bloomington, the Department, and the officers, agents and employees of the City and the Department from any and all losses, damages, injuries, claims, demands, damages, costs, expenses or other liability arising out of this Reservation and the associated event, or occasioned by the reckless or negligent performance of any provision thereof, including, but not limited to, any reckless or negligent act or failure to act or any misconduct on the part of the Renter or its agents or employees, or any attendees (collectively "Claims").*

\_\_\_\_\_  
Signature Date

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

<b>For Office Use Only:</b>			
Rental Fee: _____	x _____	= _____	
	Price per Hour	# of Hours	Total
Deposit: _____	Date Paid: _____	Receipt # _____	
*Minimum 50% deposit due to reserve building			
Balance: _____	Date Paid: _____	Receipt # _____	



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### **Pricing**

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

### **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 fourteen (14) days prior to the date of the renter's scheduled use. If the full fee is not paid within fourteen (14) 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



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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.

### **Helpful Information**

1. Events may bring in food.
2. Alcohol is NOT permitted in the building or on the grounds.
3. Credit card payments can be arranged with advance notice.
4. If paying by check, make checks payable to: Bloomington Parks and Recreation
5. If paying with cash, please bring exact change.
6. If you have any questions, call Allison-Jukebox Community Center at 812-349-3731.