

**ROCHESTER PARK FACILITY RESERVATION APPLICATION**

<b>Application Date</b>		<b>Event Date</b>	
<b>Organization Name</b>			
<b>Representative Name</b>			
<b>Street Address</b>		<b>Cell #</b>	
<b>City, State, Zip</b>		<b>Other #</b>	
<b>Facility Requested</b>			
<b>Kiwanis Pavilion</b>		<b>Lion's Shelter</b>	
<i>Available Hours Dawn to Dusk</i>		<i>Available Hours Dawn to 9 pm</i>	
<b>Requested Hours</b>		<b>Requested Hours</b>	
<b>Start</b>		<b>End</b>	
<b>Time</b>			
<b>Size of Group</b>		<b>Size of Group</b>	
<b>Will Food be served?</b>	<b>Yes</b>	<b>No</b>	
<b>Need Serving Room?</b>	<b>Yes</b>	<b>No</b>	
<b>Type of Function</b>		<b>Type of Function</b>	
<b>Remarks</b>		<b>Remarks</b>	
<p>Applicant hereby agrees that the group or organization will comply with all rules and regulations concerning the use of City facilities. Applicant also agrees that they or the organization will reimburse the City for any repairs to the facilities or park equipment and for any extra or unusual custodial cost made necessary by the group or organizations's activities. Please note that there is no vehicular access beyond the parking lots and neither alcoholic beverages nor sound amplification is permitted. Applicant will be present at the facility during the hours listed above.</p>			
<b>RELEASE OF LIABILITY</b>			
<p>To the fullest extent permitted by law the above individual/organization agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Rochester, its elected and appointed officials, employees, agents, volunteers, and others working on behalf of the City of Rochester against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Rochester, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated in whole or in part with the sponsoring individual/organization's event. By signing below, I state that I have authority to sign this document on my behalf or on behalf of the organization.</p>			
<b>Applicant Signature</b>			
<b>Office Use</b>		<b>Fill In Below</b>	
Kiwanis Pavilion	City Resident, Non-Refundable Fee	\$100	
	Non-City Resident, Non-Refundable Fee	\$150	
Lion's Shelter	City Resident, Non-Refundable Fee	\$150	
	Non-City Resident, Non-Refundable Fee	\$200	
<b>Staff Initial</b>	<b>Approved Date</b>		

## ROCHESTER PARK FACILITY RESERVATION APPLICATION

### ROCHESTER MUNICIPAL PARK FACILITIES

The following apply to all City parks and park facilities:

- 1 No alcoholic beverages are allowed in the parks.
- 2 No sound amplification.
- 3 No vehicular access beyond the parking lots.

#### Kiwanis Pavilion

The Kiwanis Pavilion is an open-sided structure on a concrete slab that is located next to the south tot-lot, across the Paint Creek from the Municipal Pond. There are 8 to 10 picnic tables in this area, and there is a drinking fountain nearby. Within the Pavilion, there is a serving room which is available for public use (key required). It has a flip-up window, counter space and electrical outlets. There are no kitchen facilities.

#### Lion's Shelter

The Lion's Shelter is an enclosed facility with a kitchenette and bathrooms. Space has a maximum capacity of 120 people. Event hours, depending on reservation availability, are daily from dawn to 9 pm.

#### Reservation

The reservation fee is non-refundable. The user may reschedule once within the same calendar year based on availability of day and time.

#### Keys

Keys are available at City Hall on the day of the activity. If the event is on a weekend or holiday, the key will be available for pick up on the weekday before the event. Keys can be returned in the green drop box in City Hall's west parking lot (lot next to the tennis courts).

#### Questions

If you have any questions or need further assistance, please contact City Hall at 248-733-3700. After hours questions, Police Non-Emergency 248-651-9621.