



Facility Rental Form

Name: _____

Phone Number: _____

Address: _____

Email: _____

City: _____

State: _____ Zip: _____

Date of Rental: _____

Time of Rental: _____

Purpose of Rental: _____

Number of Attendees: _____

Facility Requested:

Shelters:

- Shelter 1 Shelter 3 Shelter 4 Shelter 5 Shelter 6 Shelter 7

Complex:

- Youth Wellness Room Gym Court (Left) Gym Court (Right)

Dave King Fields:

- Field #6 Field #7 Field #8 Field #9

Fred Deadman Fields:

- Miller National Fastpitch T-Ball

Other:

- Farmer's Market

The above person/organization indicated assumes full responsibility and liability for all persons involved in the activity during the hours indicated and to indemnify and hold harmless the Manchester Parks and Recreation Department and the City of Manchester against any and all claims for loss, injury, or damage to persons or property. The above persons/organization further agrees to be responsible for the conduct of the activity and the condition of the facility upon expiration of the authorized time as indicated above. There is no smoking allowed in the Manchester Recreation Complex. The use of alcoholic beverages is prohibited in any park facility and park grounds. Any damages to park facilities or equipment will be the responsibility of the above person/organization. There is a \$20 return check fee. Customer will be responsible for costs of collection including 33 1/3 collection costs, court costs, and attorney fees.

Signature

Date

MRD Staff

Please read and initial terms & conditions on reverse side



Facility Rental Form

Terms and Conditions of Agreement

There will be a 30-minute window between reservations. You are expected to have your area clean and all belonging removed before the next rental. If you require more time for your reservation, check with the front desk before your rental about purchasing additional hours. If you stay longer than the time indicated on this contract, your account will be charged \$10 for every 15 minutes outside your contracted time. _____(Initial)

Facility Rental Deposit

- Facility deposit is NON-REFUNDABLE if reservation is canceled.
- Facility deposit MAY be transferrable to another reservation if the Manchester Parks and Recreation Department is notified at least 10 business days in advance in writing and the NEW reservation must be scheduled within 30 days or the deposit will be forfeited.
- Deposit will be applied to the total balance of rental.
- Deposit must be paid in full and reservation form completely filled out and signed before reservation can be made.
- Deposit amount is half the rental fee.

_____ (Initial)

Facility Rental Payment

- Facility rental fee must be paid in full at least 7 days prior to reservation.
- Refunds will NOT be given for non-use of facility or cancellations within 10 days of rental.

_____ (Initial)

Clean-up will be done by the above person/organization. If clean-up is not satisfactory, a \$25 cleaning fee will be charged to your account and future privileges will be revoked until the fee is paid. _____(Initial)

For office use only:

Total fee: _____

Deposit: _____

Balance: _____

Date paid in full: _____

_____ MRD Staff