

Rental Application

Rental Date: _____ Rental Day: _____ Time: _____ am / pm until _____ am / pm
 Expected Attendance: _____ Type of Activity: _____
 Name of Individual/Organization Responsible: _____ Social Security / Tax ID#: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: Primary _____ Secondary _____ Email: _____
 Is this a fundraiser? () YES () NO: If so, this form is due in our office 30 days prior to the event or function. Raising funds on City property is against municipal policy without prior approval from the Board.
 If YES, please explain _____

 In order for the Department to hold your reservation, payment and this form must be received in our office within ten (10) working days of scheduled date. Failure to do so could result in loss of reservation.

Pavilion Rentals:

Crossroads Pavilion 1	\$ 30.00	-Two (2) hour increment rental	Implement for Pavilion	\$ _____
Crossroads Pavilion 2, 3 & Bishop	\$ 20.00	-Two (2) hour increment rental	Rentals: January 1, 2016	\$ _____

Field Rentals:

Full Day Tournament Rental/fld.	\$300.00	-5 plus hours per field per day / 1 st lining of the field	\$ _____
Half Day Camp Rental/fld.	\$150.00	-up to 5 hours per field per day/ 1 st lining of the field	\$ _____
Per 2 Hours	\$ 40.00	-Day use only/ no lining/ no light usage/ no field prep	\$ _____

Amenities:

Lights	\$ 25.00	-per hour per field	\$ _____
Relining of Fields	\$ 50.00	-up to 2 fields	\$ _____
	\$100.00	-over 2 fields	\$ _____

TOTAL: \$ _____

Cash Damage Deposit (C.D.D.) \$300.00/ field/ day, \$150/ half day, or \$25/ field rental up to 2 hours (subject to additional charges)
 Date due by: _____ no later than 4:30 pm _____ field(s) x \$ _____ = \$ _____

Softball Fields/Soccer Field	Bishop Park Fld./ Crossroads Park BB/SB/Soccer Field	Baseball Fields
Adult Softball Field 1: _____	CALL OFFICE FOR FIELD INFORMATION. (662) 286-3067	Jesse Bynum Field: _____
Adult Softball Field 2: _____		Joe Dan Moore Field: _____
Youth Softball Field 3: _____		Hosiery Mill Field: _____
Bishop Park Field: _____		T-Ball Field: _____
Soccer Field: _____		Multi-use Field: _____
Request Bases to Be Set At: _____		Request Bases to Be Set At: _____
Request Pitching Rubber to Be Set At: _____		Request Pitching Rubber to Be Set At: _____

- * Renter must obtain and maintain liability insurance with a company authorized to do business within the State of Mississippi on which policy the Corinth/Alcorn County Parks and Recreation Department (CAPRD) is named as co-insured. Liability limits required for such insurance coverage shall be \$1,000,000.00. Proof of this policy must be shown five working days prior to the rental date. All groups should require that all participants have their own health or accident insurance policies.
- * Rental Fee includes initial setup of field (bases/lines), basic restroom supplies, and placement of garbage cans.
- * If additional man hours are needed to drag, chalk, pick up trash, or complete other tasks, all Department employee overtime incurred will be the responsibility of the Renter to cover. For rentals involving Department employee overtime, the field rental fee is to be paid per the above policy and the Department will provide an invoice to the Renter for the overtime within five business days after the rental.
- * A schedule of all games/practices/activities must be provided to the Department within five business days before the field rental date. Once the schedule is received and approved by CAPRD, light usage schedule (if applicable) and all other necessary information will be confirmed between the Renter and the Department.
- * Should additional vendors be allowed to set-up and sell any product they must fill-out a Transient Vendor Form and pay all necessary fees, and comply with City/County/CAPRD guidelines.

Field Rentals require a \$_____.00 **Cash Damage Deposit** (As stated above) per field rented due by 4:30pm the day before rental. The Cash Damage Deposit will be refunded on the next business day provided property is left in order. **Please bring photo ID. Deposits will not be mailed.**

FULL DEPOSIT WILL BE KEPT FOR DAMAGED PROPERTY SUCH AS; FIELDS, DUGOUTS, PRESSBOX, BLEACHERS, BENCHES, BATTING CAGES OR ANY DEPARTMENT OWNED PROPERTY. IN THE EVENT OF EXCESSIVE DAMAGE, EXCEEDING \$300.00, THE RENTER IS RESPONSIBLE FOR THE ADDITIONAL COST OF REPAIRS/REPLACEMENTS. PLEASE SEE RENTAL POLICY (ON BACK OF APPLICATION) FOR ADDITIONAL INFORMATION.

I agree to abide by the policies and rules of the Corinth/Alcorn Park and Recreation Department (CAPRD). I understand that I am responsible for any damages to CAPRD property that may occur during my usage. I understand I should immediately report any problems to CAPRD. I also understand that I assume all liability should anything occur.

Signed: _____ Date: _____

Office Use Only:

Payment \$ _____ Payment Method _____ Receipt # _____ Date: _____
 Cash Damage Deposit Amount _____ Date of Delivery of C.D.D. _____
 Was C.D.D. Returned? ___ YES ___ NO Returned Date of C.D.D. _____ Reason for No Return _____
 CAPRD Initials _____ Renter Initials _____

Rental Policies and Procedures

- Rental Policy
- Renter must be 21 years or older to rent any parks facility. All facility rentals are subject to denial.
- All information on the rental application must be completed. An incomplete application will result in denial of rental.
- Rental fee must accompany rental application. A cash damage deposit is due prior to rental.
- Renter shall have a copy of this Rental Policy and/or a copy of rental receipt on site at time of rental.
- Rentals are allowed only between the following hours:
8:00 a.m. – 6:00 p.m. and must be secured and vacant by 10:00 p.m. All parks open at 12:00 p.m. on Sundays.
- Pavilion rentals are in two (2) hour increments.
- All weekend rentals must be made no later than one week (7 days) prior to noon on Friday for the upcoming weekend. No exceptions.
- All rentals are on a first come, first serve basis. Rentals will not be accepted or reserved via phone, fax or email.
- All facilities will be made available to all groups organized for civic, educational, or other community purpose, at such times that will not conflict with services of the Department.
- Cancellations must be made five (5) days prior to rental date to receive a refund. No refunds will be made on outdoor facilities if rained out; however, a credit will be issued if the Parks and Recreation Department is contacted the day of or the following business day.
- All park facilities must be secured and vacant by 10:00 p.m.
- All field rentals will be checked by Parks and Recreation Department staff before cash damage deposit is returned.
- Fees will be deducted from the cash damage deposit if anything has been destroyed or if trash is not properly bagged and placed in the proper location for pick-up. The cash damage deposit will be kept for any damage of Department property.
- Renter is responsible for any misuse of department equipment.
- ONLY Gas grills ARE RECOMMENDED IN the park during a facility rental, and must have a drip pan.
- No alcohol allowed on or around any park property.
- No tobacco products are allowed on park property.
- Weapons, of any sort, are not permitted on park property.
- Fire Code capacity must be honored.
- No water slides or trains allowed in parks. One (1) bounce per rental allowed; an additional \$25 will be charged for electricity whether a generator is furnished or not.
- No food or drinks are allowed on carpeted areas.
- No tape, thumbtacks, or staples used on walls or ceilings. No decorations left on walls or ceilings. Balloons may be placed outside but must be removed prior to vacating premises. If property is left unclean prior to departure all cash damage deposit money will be kept.
- Signage and/or banners are not permitted. This includes directional signage as well.
- No tables or chairs are to be removed from public buildings or pavilions and placed outside the roof line.
- The Parks and Recreation Department janitorial crew is responsible for picking up trash bags and cleaning as usual.
- A single individual and/or organization may schedule the facilities for use no more than twice per month.
- There shall be no fund-raising activities, door charges, or sales of any article for private gain on Park property.
- Peddling or solicitation is not allowed on park property.
- Parking on common ground areas to pavilion or facilities will not be allowed.
- Pets or animals are not allowed in facilities or ball fields, unless authorized.
- The Director of Parks and Recreation or his designated representative reserves any and all rights to attend any event or function and make any decisions concerning policy, procedure, liability, or safety without consultation with the renter or other person. Loss of park privileges and suspension of all department and non-department programs, events and special functions may result if any violation occurs.
- A Certificate of Insurance must be submitted at least ten (10) days prior to rental if any event or rental is open to the public to attend (\$1 million minimum coverage).
- If a gate fee is received during rental the department is guaranteed 20% of gross revenue. Subject to Directors final approval.
- All applications are considered void unless an authorized Parks and Recreational staff signs application for approval.

Signature

Date

**For Non-Emergencies call the Corinth Police Department at (662) 286-3377
For Emergencies call 911**