



Date(s) Requested: \_\_\_\_\_  
 # of People Expected: \_\_\_\_\_  
 Time(s) Requested: \_\_\_\_\_  
 Type of Event: \_\_\_\_\_

**Please check the requested shelter/gazebo:**

- |  |   |
|--|---|
| <input type="checkbox"/> Centennial (\$20) | <input type="checkbox"/> Sutton Gazebo (\$30)         |
| <input type="checkbox"/> Hagelin (\$20)    | <input type="checkbox"/> <b>Sutton Gazebo (\$100)</b> |
| <input type="checkbox"/> Salnave (\$30)    | <b>(Wedding Ceremony)</b>                             |
| <input type="checkbox"/> Sutton (\$20)     |   |
| <input type="checkbox"/> Veteran's (\$20)  |   |

Name of Business/Group/Association: \_\_\_\_\_  
 Name of Individual responsible: \_\_\_\_\_  
 Address: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**PEP UP YOUR PICNIC WITH A FUN-FILLED PICNIC KIT. RESERVE YOUR KIT NOW!**

- Sports Kit:** Baseballs, Softballs, Bases, footballs, soccer balls and cones  
 \$25 (plus \$25 damage deposit)
- Field Day Kit:** Parachute, Frisbees, cones, kick ball, hula hoops, bean bags, and jump ropes \$25 (plus \$25 damage deposit)
- Table & Chair Use:** Tables \$8/each and chairs \$1/each

**OFFICE USE ONLY**

Date Paid: \_\_\_\_\_ Form of Payment: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AFTER EVENT REPORT:**

Conduct (problems): \_\_\_\_\_

Condition of facility after use: \_\_\_\_\_

Recommendations: \_\_\_\_\_

Remarks/Time needed for clean-up (man-hours): \_\_\_\_\_

Reporting person/title: \_\_\_\_\_ Date: \_\_\_\_\_



## PICNIC/SHELTER RENTAL APPLICATION

### **RESERVATION INSTRUCTIONS:**

1. Reservations are based on site availability, first-paid, first-served basis in person at the Wren Pierson Community Center. Full disclosure of all activities and payment must be made at the time of reservation. There is no legal or binding commitment between the parties until full payment is received. Groups must adhere to the park regulations set forth by the City of Cheney, see page 2.

### **CANCELLATION POLICY:**

Picnic shelter cancellations must be made at least 14 days in advance of the reservation date to be eligible for a refund. A service charge of \$5.00 will be deducted for refunds granted, a check will be issued in 7-10 business days from our Finance Department. Requests made less than 14 days before the rental date will result in the loss of the entire reservation fee.

### **CONDITIONS:**

1. Facility use will not be issued to minor (under 21 years of age).
2. City activities have first priority. Second priority is given to members of the Tri-Agency Agreement. Third priority is given to all other public activities.
3. All applicable Park Board regulations, City ordinances and rules, and regulations of the Parks & Recreation Department and/or City Council shall be in effect.
4. The use of drugs, alcohol, profanity, fighting, and gambling are prohibited.
5. Charging admissions, selling tickets, running concessions, or solicitation of money in any manner without the specific permission of the Director of Parks & Recreation department is prohibited.
6. Groups **MUST START** and **FINISH ON TIME**. Additional fees will be assessed if the time allotted is violated.
7. The applicant will hold the Parks & Recreation Department and the City of Cheney and its employees free from any liability or claim for damages or suit for or by reasons of any injuries to any person or property, of any kind whatsoever, from any cause whatsoever arising out of the use and occupation of the premises by the applicant; and the applicant hereby covenants and agrees to indemnify and save harmless the Parks & Recreation Department and the City of Cheney from all liability or damage on account of or by reason of any such injuries or damages.

**NOTE:** Violation of any of the conditions stated above or park regulations may result in depriving the group of further use of any park or facility.

### **PICNIC SHELTER FEES:**

Centennial Shelter - \$20  
Hagelin Shelter - \$20  
Salnave Shelter - \$30  
Sutton Shelter - \$20  
Veteran's Shelter - \$20

### **GAZEBO SHELTER FEES:**

Sutton Gazebo - \$30  
Sutton Gazebo - \$100  
(Wedding Ceremony)