

# High Park Shelter Rentals

*All fees and \$50.00 deposit must be paid in advance.*

## **Category 1**

**In district civic organizations, churches or 501 C 3 organizations**

Facility	Full Day 6am-11pm	Half Day 6am-2pm 3pm-11pm
Enclosed Shelter OR Amphitheatre	\$160.00	\$80.00
Open Shelter OR Gazebo	\$120.00	\$60.00

## **Category 2**

**In district businesses or individuals**

Facility	Full Day 6am-11pm	Half Day 6am-2pm 3pm-11pm
Enclosed Shelter OR Amphitheatre	\$200.00	\$100.00
Open Shelter OR Gazebo	\$160.00	\$80.00

## **Category 3**

**Out of district organizations, businesses or individuals**

Facility	Full Day 6am-11pm	Half Day 6am-2pm 3pm-11pm
Enclosed Shelter OR Amphitheatre	\$300.00	\$150.00
Open Shelter OR Gazebo	\$240.00	\$120.00

- High Park enclosed shelter requires a key. Shelter keys need to be picked up at the Derby Recreation Center during regular business hours.
- The lessor is responsible for securing the facility after rental.
- Fees and \$50 deposit are required at time of request.
- No facility will be held or reserved without proper payment.
- Request for fee refunds must be submitted in writing at least two weeks in advance of rental date to be considered for refund.
- A cancellation fee will be assessed, 10% of the rental fee, \$5 minimum charge.

### General Rules & Regulations

1. Applications for the use of City of Derby park facilities must be made with designated personnel at the Derby Recreation Center, during regular business hours. Request must be signed by an adult (21 years of age) of the eligible group who assumes responsibility for the group.
2. Request for shelters should be made at least 10 days in advance of rental date, and will not be accepted more than 6 months in advance. Agreements will be accepted on a first-come basis.
3. One adult must take responsibility for the lease. This adult must be the first to enter the facility and the last to leave. The facility must be returned to the same condition it was before the rental.
4. The responsible party assumes financial responsibility individually, and on behalf of his/her organization, for any part of the facility or contents that are damaged or stolen during the hours the facility was used by the individual or organization. If damages should occur during rental or the facility is not clean, their deposit will be forfeited toward clean up and/or repair.
5. The facility will be checked by staff no less than 12 hours, and no more than 24 hours after usage to determine that the facility is in proper condition
6. Use or possession of alcoholic beverages or illegal drugs is strictly prohibited in City of Derby parks. The lessor shall be responsible for unacceptable behavior as mentioned above. Failure to abide by this regulation may result in the lessor being barred from all future facility usage
7. The Derby Recreation Commission or City of Derby is not responsible for damage or loss of personal property by anyone participating in or attending activities scheduled by any group.
8. The Derby Recreation Commission maintains the right to add additional personnel, and make appropriate charges for such personnel (i.e. field maintenance, custodial).
9. Adequate supervision must be planned prior to any youth event. An adult supervisor, 21 years of age or older is required for every 25 youth in attendance. The Derby Recreation Commission or the City of Derby is not responsible for supervision of any group.
10. Groups are not allowed to sell or take donations for concessions, programs, novelties, etc. during events without authorization from the Derby Recreation Commission. For profit events are prohibited, unless the activity is a fund raising effort for a non-profit organization.
11. Groups must vacate the facility at the time designated on the agreement. The individual or group using the facility will be charged for time spent in the facility beyond agreement time.
12. Groups are responsible for set up, clean up and trash. All trash should be picked up and put in proper receptacles after the completion of events. Failure to clean up after an event will result in forfeiture of deposit.
13. City of Derby parks open at 6:00 am and close at 11:00 pm.