

**KINGSBURY PARK DISTRICT**  
**Shelter Rental Agreement**



**General Rules:**

1. If a scheduled event at any park is open to the public, a Certificate of Insurance naming the Kingsbury Park District as "Additional Insured" is required.
2. The Kingsbury Park District Board reserves the right to refuse the use of any of its facilities to anyone.
3. Shelters are provided for the rates listed below:

	<i>Patriot's Park</i>				Jaycee Park	<i>Wm S Wait Park Available only during pool hours</i>	Nature Preserve	<i>Bounce House Fee</i>
	<i>Main</i>	<i>Lake</i>	<i>East</i>	<i>West</i>				
<i>Park District Resident</i>	\$30.00	\$30.00	\$15.00	\$15.00	\$30.00	\$30.00	\$30.00	\$25.00
<i>Non-Park District Resident</i>	\$40.00	\$40.00	\$25.00	\$25.00	\$40.00	\$40.00	\$40.00	\$25.00

4. In order to confirm a reservation date, both the reservation fee and a signed agreement must be submitted within seven (7) days of the original request. If a reservation is made within seven (7) days of the reservation date, all required documents and payment must be submitted to the office no later than Thursday at 12:00 p.m. If either the payment or the signed agreement is not received within the required timeframe, the reservation will be cancelled immediately and without further notice. The reservation fee is non-refundable, and no substitute dates will be permitted.
5. The applicant is responsible for any theft of or damage to Park District property that occurs during their rental period and must reimburse the Kingsbury Park District for the full cost of the loss or damage.
6. The Park District and its employees shall not be held responsible for damage or loss of property or injury to person's while on park premises, regardless of whether they are participants or spectators.
7. Users are responsible for placing trash in proper containers and returning tables to their original location. The applicant shall reimburse the Kingsbury Park District for the cost of any necessary clean-up due to negligence of this kind.
8. Alcoholic beverages are not permitted within the parks.
9. Park hours are posted at each park location.
10. Applicants who wish to rent the Jaycee Shelter on a Sunday may request the use of one of the ball fields. This request must be made at the time the shelter is reserved.
11. Any request to close the gates on Dewey Street is subject to permission from the Park District and the Greenville Police Department must be notified. A key will be issued to the requestor for the gate locks, and a \$25.00 deposit is required. This deposit will be fully refunded when the key is returned. The gate lock key must be returned on the next business day after the event. If not, the deposit will be forfeited. The requester assumes responsibility for closing and properly securing the gates before the event and opening and properly securing them afterward.
12. Persons renting the Wm S Wait Shelter will have the option of entering the Pool during regular open swim hours at a reduced group rate. Pool rules and policies can be found on our website.
13. All water-related slides and water-inflatable bounce houses are strictly prohibited. Public access to water hookups is not available within the parks.
14. All bounces houses must get District Permission, JULIE approval (811), and a certificate of insurance from the bounce house provider prior to your reservation date. \*There is an additional \$25.00 fee for bounce houses\*\*.
15. All wedding locations must be approved by KPD.

I, \_\_\_\_\_, do hereby apply for the use of the \_\_\_\_\_ shelter on  
Printed Name of Applicant

\_\_\_\_\_ during the hours of \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm and I do hereby agree to abide  
Date

by all the foregoing regulations and to stand responsible for their enforcement.

Name of Occasion (to be posted on reservation sign)

Signature of Applicant  
(Person signing this contract must be in attendance during the specified time.)

Today's Date

City/State/ZIP

Phone Number

Street Address

Approx. # of Attendees

<i>For Office Use Only</i>	<i>Amt Paid</i>	<i>Check/Receipt #</i>	<i>Employee Init</i>	<i>Date of Orig Request</i>	<i>Cert Of Ins on File</i>