

**WAYNE TOWNSHIP MUNICIPAL PARK USE AGREEMENT  
PAVILION RENTAL POLICIES**

The Renter hereby makes application for use of the Wayne Township Municipal Park Pavilion by the named individual or organization and certifies that all information is true and correct as stated. The Renter further states that he/she has the proper authority to make application for the named individual/organization and as their representative agrees that the individual/organization will observe all rules and regulations. The Renter will exercise these regulations with the utmost care in using the facilities and property.

Facilities are to be used only by established and responsible individuals/organizations. The Township of Wayne reserves the right to withhold approval of any application of reservation.

**RENTAL FEES AND CHARGES**

Full Day Rental	8:00 A.M. – dusk	\$50.00
Security Deposit		\$25.00

**POLICIES AND PROCEDURES**

1. Your pavilion rental includes the use of the pavilion, electricity, playground, ball field and bathroom facilities.
2. The renter should pick up the key at the Wayne Township Office during regular business hours. The only person allowed to pick up the key is the signed renter. Failure to return the key will result in forfeiture of deposit.
3. Please report any equipment that is not working properly, damaged, or missing when discovered. Report any items that are damaged during the rental.
4. The park area will be checked after your event by the staff on the next working day. Please walk through after your cleanup for verification of any problems. There may be another rental immediately following your rental. If the park has not been cleaned up and/or there is damage, your deposit shall be forfeited. If the Township deems it necessary to clean the premises after your event, your security deposit will be forfeited and you may also be billed for additional janitorial fees at the rate of \$20.00 per man-hour.
5. At the conclusion of your rental all garbage (including bathrooms) must be put in the dumpster. Bathrooms should be left clean, water shut off, toilets flushed and doors locked. All electrical power turned off and locked. Return the pavilion/bathroom keys in the mail slot of the Township Office door immediately following your event as it may be rented out the next day.

6. Adult supervision of children is required at all times.
7. In renting or making available the use of its facilities, the Township of Wayne assumes no responsibility for loss or damage to any property placed on the premises by the Renter, loss or damage to any property or personal effects, of the Renter, their members, employees, agents, participants, guests or attendees. This includes motor vehicles and their contents.
8. Please be advised that the Township may have to cancel an event for the use of the pavilion/park area in an emergency or in the event of the pavilion or park being deemed dangerous due to any event, weather or vandal related. The Township will issue a refund or make other arrangements if possible.
9. **No Refunds will be issued due to inclement weather!**
10. The security deposit will be refundable in full after a favorable review of the premises. Renters will be held responsible for any damages to the pavilion or the premises. Renters are forbidden to affix any items to the premises including the use of nails, staples, tacks or any other material. Renters are to leave the premises in the same condition in which they found it. In the event the damage exceeds the security deposit the Township of Wayne will hold the renter responsible for the additional cost.
11. **Any cancellations made by the renter within the two-week period prior to the event will cause the loss of the Security Deposit.**
12. **NO ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS MAY BE brought to or used anywhere in the Municipal Park Area.**
13. Rental requests are processed on a first come, first served basis. The Mount Union Girls Softball League and in house groups take precedence over all other rentals. A signed agreement must be returned with RENTAL FEE and SECURITY DEPOSIT prior to rental date.
14. Policy on Bounce House/Jumpers,etc: Prior approval required. Bounce houses, trampolines, inflatable slides, and other similar equipment are not permitted without appropriate insurance coverage being provided to the Township. The minimum amount of liability insurance required is one million dollars (\$1,000,000.00). \*\*A Certificate of Insurance naming “Wayne Township” as additional insured must be received by Township at least (14) days prior to date of use. The Township will not be held liable for any injuries or damage to the Renter or attendees during use.
15. No person shall use, carry or possess any firearms, fireworks or explosive substances or any other dangerous weapons or instruments within the park.

**AGREEMENT TO PAY FEES, PROVIDE INSURANCE AND TO MAKE  
PAYMENT FOR DAMAGES TO PARK FACILITIES RESULTING FROM  
THE EVENT**

I, the Renter, have read the rental agreement rules and regulations pertaining to the use of the above described facilities and agree to be responsible for compliance with such rules and to assume responsibility for any damages and or maintenance costs. Furthermore, I hereby waive any and all damages against the Township of Wayne related to the rental of the facility.

Date of Event: \_\_\_\_\_ Rental Fee: \_\_\_\_\_  
Person/Organization: \_\_\_\_\_ Security Deposit: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Total: \_\_\_\_\_  
Address: \_\_\_\_\_

\*If the person executing this application is doing so on behalf of an organization, the person must be authorized to bind the organization. By executing this Application, the person verifies that he or she is so authorized.

\*Renter's Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**\*\*Liability Insurance** shall be provided for the Event if using Bounce House/Jumpers in the minimum amount of One Million Dollars (\$1,000,000.00):  
Date Provided: \_\_\_\_\_

This Application and Rental Agreement have been reviewed and approved by the Township of Wayne.

Township of Wayne Authorized Official: \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_