

City of Palo
Parks & Recreation
2800 Hollenbeck Rd
Palo IA 52324
(319)851-2731 Fax (319)851-2734
Website: www.cityofpalo.com

Rules and Procedures for Reserving the Palo Zeller Pavilion

1. Formal reservation form must be filled out in its entirety and deposit fee paid before a reservation is considered valid.
2. Reservations must be made at least 7 days prior to event.
3. You must be 21 years of age or older to rent the Pavilion. For activities involving minors, there must be a responsible adult over age 21 in charge of the event. Reservations are made with the City Clerk's office to avoid conflicts of dates.
4. All cancellations **MUST** be made more than 48 hours in advance to secure refund. A 50% cancellation fee will be implemented for all cancellations within 48 hours.
5. Each group is responsible for orderly conduct and must leave the pavilion in the same order as it was before their use. You are responsible for emptying the trash receptacles in the dumpster before leaving the pavilion.
6. Any damages done to the Pavilion, any fencing, picnic tables, grill, trash receptacle or any plumbing problems arising from your use of the pavilion will be charged to you. All Park and Noise ordinances will be enforced.
7. Any animals on the premises will be subject to the normal pet leash laws.
8. **DO NOT TAKE ANYTHING BELONGING TO THE PAVILION.** Inventory will be taken and the responsible individual will be charged for missing items.
9. The Parks & Recreation Board is **NOT** responsible for lost, damaged or stolen personal items during your rental period.
10. You must be out by 10:30. (Park closes at 10:30 p.m. Clean up must be completed and all parties must vacate the premise by 10:30)
11. Upon completion of the event, all items brought onto the premise by said renter shall be removed from the Pavilion. The Parks & Recreation Board will not be responsible for any items left behind.
12. **REMEMBER:** The Pavilion belongs to the community. You will be expected to return it in the same condition that you find it at the time of your rental.
13. *Due to recent vandalism to the concession stand/restroom, the bathrooms will be unlocked only during the rental period. We ask that you help by reporting to the City or Linn County Sheriff (319-892-6100) of any vandalism during your rental period.*

I hereby agree to follow all the Palo Park & Recreation Board Rules & Regulations and acknowledge receipt of a copy of said rules. I hereby acknowledge that if I cancel the Pavilion rental within 48 hours of the function, a 50% cancellation fee will be charged. If the cancellation is due to weather, you may reschedule for the next available date at no extra charge. I acknowledge that I am the individual responsible for the care and maintenance of the Pavilion during the period of use for which it is being rented. I agree to indemnify and reimburse the City of Palo for any and all damages resulting to City property from the use of the Pavilion, normal wear and tear excepted. I understand that failure to comply with everything in the rental agreement and on the clean-up checklist will result in the loss of my damage deposit, if applicable, and/or additional costs with a minimum fee of \$60.00. If I damage, vandalize, or destroy any property at the Pavilion, the City will recoup these losses at my expense.

I further understand that the City of Palo reserves the right, in its sole discretion, to unilaterally cancel and/or revoke this rental agreement and/or to terminate the planned use/event in progress, for any reason, including but not limited to: if utilization is for purposes other than that disclosed herein; or if inaccurate information is disclosed herein; or if the use/event is deemed hazardous to the public health, safety or welfare; or for noncompliance with any applicable Palo City Park or Noise Ordinance or State or Federal Laws and regulations.

Signature of Renter

_____/_____/_____
Date

Name of Organization of Group (if applicable)

Please make checks payable to: **CITY OF PALO**

A clean up checklist will also be provided upon key check out. City Hall regular business hours are Monday through Friday from 8:00 to 4:00. Please call City Hall at 319-851-2731 for holiday operating hours if your rental is on, or close, to a holiday.

After hours call **(319)551-5077, (319)721-2981 or (319)310-0833.**

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Rental Fees:

Pavilion: **\$30.00 – RESIDENT** **\$40.00 – NON-RESIDENT**

4-Hour Blocks: 7:00 am – 11:00 am 11:00 am – 3:00 pm 3:00 pm – 7:00 pm 7:00 pm – 10:30pm
(circle choice)

SMOKING IN DESIGNATED AREAS ONLY

***** Deposit fee \$60.00 for each date reserved *****

**The deposit check must be a separate check from the rental fee.
The deposit check will be shredded following the inspection & approval of the facility by the inspector.**

FOR OFFICE USE ONLY			
Rental Fee: _____	Deposit Received:	Yes	No
Approved: _____	Date:	_____	

Palo Zeller Pavilion Rental
Clean-up Checklist

Renter Name: _____

You have rented the Palo Zeller Pavilion for the following date and time:

Date: _____ Time: _____

It is your responsibility to return the Pavilion to its original condition. The following checklist is for your use in cleaning up the Pavilion and surrounding areas. If you have any concerns or notice any problems with the Pavilion, please make notations on the back of this form or contact City Hall at 319-851-2731. For concerns during your rental time that are outside City Hall hours, please call **(319)551-5077, (319)721-2981 or (319)310-0833**. *Due to recent vandalism to the concession stand/restroom, the bathrooms will be unlocked only during the rental period. We ask that you help by reporting to the City or Linn County Sheriff (319-892-6100) of any vandalism during your rental period.*

- _____ Trash is to be removed from all areas of the Pavilion. You will receive new trash bags to replace old ones. A dumpster is located on the south end of the parking lot.
- _____ **A key to the dumpster will be provided and is required to be returned in the dropbox located off of 1st Street.**
- _____ Break down all cardboard and leave stacked next to the dumpster for recycling pick-up.
- _____ No vandalism to the picnic tables, benches, posts of the pavilion or other equipment at or near the pavilion.
- _____ All picnic tables are moved back under the pavilion.
- _____ Make sure the outside perimeter is free of debris (including cigarette butts, beverage cans, any other trash, etc.)
- _____ **Leave this checklist with your signature in the drop box located off of 1st Street.** Note any problems on the back of this form.

IT IS YOUR RESPONSIBILITY TO CLEAN UP AND CLOSE UP THE PALO ZELLER PAVILION IMMEDIATELY FOLLOWING YOUR EVENT. Please leave it in good, clean condition for the next renter.

Failure to comply with everything in the rental agreement and on the checklist will result in the loss of your damage deposit, if applicable, and/or additional costs with a minimum charge of \$60.00. If the renter damages, vandalizes, or destroys any property of the Pavilion, this will also be charged to the renter. If the deposit is withheld because of, the renter's maliciousness or negligence the renter then loses their privileges to rent the Pavilion again. Remember the Pavilion belongs to the community. Treat it with respect.

Thank you for your cooperation.
Palo Parks & Recreation Board

Renter Signature: _____



Palo Parks & Recreation Palo Zeller Pavilion Rental Agreement

Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Home Phone #: _____

Work #: _____ Cell #: _____

E-mail: _____

SSN: _____

Date of Birth: _____

All rentals are required to pay in full 7 days prior to reservation date.

Reservation date: _____

Please circle time blocks:

7:00 am – 11:00am 11:00 am – 3:00 pm 3:00 pm – 7:00 pm 7:00 pm – 10:30 pm

Do you need lights? Yes No

Describe in detail the specific reason/purpose for reservation:

Total number of people expected to attend? _____

Will persons under the age of 18 primarily attend this event? Yes No

Please Note: Palo Parks & Recreation Board Rules & Regulations requires a responsible adult, age 21 or over, to be in charge of events and be present at all times during rental periods for activities involving minors.