CITY OF KEARNEY PARK & RECREATION DEPARTMENT

FACILITY RENTAL AGREEMENT

1930 University Drive
Kearney NE 68845
308-237-4644
kprfacilityrentals@kearneygov.org
Mon.-Thurs. 7:30am-5pm
Fri. 7:30am-12:00pm

OFFICE USE ONLY: **Calendar:** ☐ **Copies:** ☐
Fee: _____ Paid: _____ Cash/Credit/Check

EVENT DETAILS

Event Name: _____ Estimated Attendance: _____

Day of Week: _____ Month: _____ Date: _____ Year: _____

Start Time: _____ End Time: _____ Set-up and clean-up must take place during these times.

APPLICANT INFORMATION

Primary Contact: _____ Company/Organization: _____

Address: _____ City: _____ State: _____ Zip _____

Phone: _____ Alt. Phone: _____ Email: _____

Indoor Facilities: The indoor rental facilities are fully enclosed buildings, with tables & chairs, various amenities, air conditioning, heat, and restrooms. The facilities are supervised by Park & Recreation Staff. The facilities are available year-round and can be rented a year in advance to the date. There is a two hour minimum on all building rentals. Alcohol, smoking and animals are not allowed in any indoor facility. Please refer to our Facility Rental Brochure for detailed information about each facility at www.cityofkearney.org.

Harmon Park Activity Center - 3100 5th Avenue:

☐ **River Birch Room**: $50 an hour/$75 an hour on recognized holidays. Access to 14, 8-ft rectangular tables & 92 chairs.
☐ **Sycamore Room**: $50 an hour/$75 an hour on recognized holidays. Access to 14, 8-ft rectangular tables & 92 chairs.
☐ **Kitchen**: $65 when rented with the Sycamore Room.
☐ **Conference Room**: $35 an hour.

ERC (Environmental Resource Center) - 615 Yanney Avenue: $50 an hour/$75 an hour on recognized holidays

☐ **ERC:** 10, 8-ft tables and 1, 6-ft table and 75 chairs

Mitzi's Pavilion - 611 Yanney Avenue: $50 an hour/$75 an hour on recognized holidays.

☐ Mitzi's Pavilion: 9, 6-ft table and 2, 4-ft tables and 50 chairs.

Cottonmill Lodge – 2797 Cottonmill Avenue: $120 daily rate. Only available April-October (no heat).
This facility requires a key. Renter must pick key up by 12:00pm Friday for weekend rentals. This is not a supervised facility.

☐ Cottonmill Lodge: 7, 8-foot tables and 30 chairs.

Open Shelters: These structures are open air shelters to enjoy the park atmosphere.

Harmon Park:
☐ **Sertoma Shelter** (cap 72-100) $75 ☐ **Sonotorium East** (cap. 54-72) $50

Cottonmill Park:
☐ **East Shelter** (cap 36-48) $50 ☐ **West Shelter** (cap 36-48) $50

Centennial Park:
☐ **Centennial Shelter** (cap 100- 120) $75

Yanney Park:
☐ **Rotary Shelter** (cap 84-112) $75

Other Shelters Available: (cap 24-36) $35

☐ **Lighthouse Point Shelter** ☐ **Pioneer Park Shelter** ☐ **Harvey Shelter**

☐ **Dryden Shelter** ☐ **East Brooke Shelter** ☐ **Nina Hammer Shelter**

Other locations: _____

NOTICE: There are separate forms for Gail & Michael Yanney Pavilion, weddings, outdoor performances or other large events.

Please check “yes” or “no” to each of the following.

☐ Yes ☐ No Is your event open to the public?

☐ Yes ☐ No Are you planning to charge registration/admission fee?

☐ Yes ☐ No Are you planning to bring a Bounce House/Tent?

If yes, Company Name? _____

Size of bounce house/tent? _____

☐ Yes ☐ No Will you be selling food or beverages?

☐ Yes ☐ No Will there be live or amplified music? Vendor name: _____

☐ Yes ☐ No Are you hiring a third party vendor?

If yes, Vendor Name? _____

☐ Yes ☐ No Will you be decorating the facility?

If reserving ERC, do you request assistance from the Park Ambassador to help elderly or disabled to get to the location or to help transport small items (only available April – October)? Yes ☐ No ☐ Time: _____

TERMS AND CONDITIONS

Please **initial** the following to acknowledge you have read and understand the requirements:

____ I am aware I am responsible for my own set-up and clean-up of the facility. I am aware my rental time starts and ends at the times I have stated on the agreement. I am aware that I cannot place any items in the facility prior to the event or leave any items in the building. The City of Kearney is not responsible for items left in the building. I am aware only the room I have reserved can be utilized.

____ I am aware that smoking, vaping and animals (unless service animals) are not allowed in any indoor facility and alcohol is not allowed in any City Park or at any City facility. We reserve the right to suspend activity if alcohol is present.

____ I am aware when reserving the ERC Building, Mitzi’s Pavilion or the Harmon Park Activity Center that there is **no key** for the building. A Building Ambassador will be provided for the duration of your rental. If any changes in rental time is necessary, I must contact the Park and Recreation office at 308-237-4644 no less than two weeks prior to my event. I understand my request to adjust time might not be approved.

____ I am aware if I have reserved the Cottonmill Lodge, I **need to pick up a key** the day before my event. If event is on the weekend, the key needs to be picked up by 12:00pm the Friday prior.

____ I am aware there is a Cancellation Policy. The Kearney Park and Recreation office needs to be notified at 308-237-4644 to cancel reservation. No refunds are issued if less than a 30-day notice is given. If the notice is given 30-days or more, there is a $30 cancellation fee for indoor facilities. There is a $15 cancellation fee for shelters, amphitheaters or weddings. I understand there is no refund due to inclement weather.

____ I am aware that all youth groups must have approved number of adult sponsor’s present at all time.

____ I am aware that selling of products (example: Pampered Chef, Tastefully Simple, Plexus, etc...) by an individual or private business is not allowed at any City Park or facility when the event is open to the public unless otherwise approved by the City of Kearney, If the event is not open to the public, then it is allowed.

____ I am aware that items may not be attached to the painted walls or ceilings.

____ I am aware that the use of glitter is prohibited at all Kearney Park and Recreation facilities.

____ I am aware weather emergencies, health pandemic, or civil unrest may require the City of Kearney to terminate rentals with full refunds.

____ I acknowledge the City of Kearney is not responsible for circumstances beyond its control such as bees, mosquitoes, inclement weather, vandalism, etc.

____ I accept full responsibility for all guests that attend my function at the Harmon Park Activity Center. I understand only the room I have reserved can be used. The hallway and lobby are not to be used as an overflow activity or play area.

____ I am aware I will receive a Rental Procedures and agree to abide by them and their conditions.

All requests are tentative until agreement is approved and returned.

The applicant is the authorized agent of the group submitting this agreement. The applicant (and his/her organization if applicable) making this agreement understand and agree to assume all risk for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the City of Kearney. The applicant further agrees that in consideration of being permitted to use said facilities, he/she and the group will defend, indemnify and hold harmless the City of Kearney, and their agents and employees harmless from any loss, claims and liability or damages and/or injuries to persons and property that in any way may be caused by the applicant’s use or occupancy of the facilities.

Applicant’s Signature: _____ Date: _____

KPR Approved by: _____ Date: _____