



# Streetsboro Parks & Recreation Department

Rental Request Date

## Pavilion Rental

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Second contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Purpose of Reservation (picnic, reunion, etc.): \_\_\_\_\_

Estimated number of people expected: \_\_\_\_\_

<b>Rental Fee:</b>	Streetsboro Residents:	\$30.00
	Non city-tax payer	\$50.00

Make all checks payable to "City of Streetsboro"

## Information you need to know regarding Pavilion Rentals

- \* Streetsboro Parks & Recreation Departments office hours are as follows:
 

Monday & Friday	8am - 4:30pm
Tuesday, Wednesday & Thursday	8am - 6pm
- \* The Parks & Recreation Department is closed on weekends
- \* All rental fees are due at the time of the reservation
- \* Residents of Streetsboro may make pavilion rentals up to 1 year in advance
- \* Non-residents may make pavilion rentals 6 months in advance
- \* A \$25 additional cleaning fee may be assessed if the facility is not found in a clean condition
- \* All parks rules are in effect during the rental time
- \* All rentals times are from 10am - Dusk

### Cancellation Policy

Partial refunds will be granted for cancellations if the Parks & Recreation Department is notified a minimum of 3 weeks in advance of reservation date. A \$5.00 processing fee will be withheld on all cancellations. Cancellations requests must be in writing by the renter requesting the cancellation and must include the reason for the cancellation and the amount requested (minus the processing fee). All refunds will be processed by the Parks & Recreation Department's Office Clerk and approved by the Director. Once the date has been released due to the cancellation, the individuals on the waiting list can be contacted. If the waiting list individuals refuse the rental date, the date may be rented on a first come, first served basis.

I agree to abide by all rules and regulations of the Streetsboro Parks & Recreation Department pavilion rental policy and City Park's rules. I further agree to pay for all damages to the facility which may be caused by my group/organization's use (other than normal wear and tear). It is understood that the City reserves the right to cancel any reservation at any time should a conflict arise with your use of the facility (appropriate refunds would be made). Furthermore I agree to not hold the City of Streetsboro or any of its employees responsible for any and all accidents, injuries, damages or monetary loss from my group/organization's use of the facility.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_