



## NEW ALBANY PARKS & RECREATION GRIFFIN CENTER RESERVATION FORM

1140 GRIFFIN STREET ▪ NEW ALBANY, IN 47150  
PHONE: 812-949-7275 (PARK) ▪ FAX: 812-948-5370

NAME OF GROUP: \_\_\_\_\_ RESPONSIBLE PARTY: \_\_\_\_\_ DOB: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY, STATE & ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_@\_\_\_\_\_ . \_\_\_\_\_

Date(s) Reserved: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Fee: \$35 per hour (must reserve a minimum of 2 hrs.) \_\_\_\_\_  Cash  Credit Card Receipt #: \_\_\_\_\_

I, as representative of the above named group, hereby reserve the Griffin Recreation Center for the above listed date and time. As the legally responsible party for this group, I understand it is my duty to see that all park rules are obeyed by the group while using the facilities. The following rules and regulations are applicable to the users of all facilities within the New Albany Park system. All reservations are on a first come, first served basis. A reservation is not confirmed until payment is received.

### RULES AND REGULATIONS:

#### **PLEASE READ CAREFULLY: I, AS GROUP REPRESENTATIVE AND RENTER, UNDERSTAND THAT...**

- Permission to reserve park facilities will be granted only where the function can be reasonably accommodated by the park system. Such use must not unduly interfere with the rights of the general public and will not present a clear and present danger to the public health and safety of the community.
- No alcoholic beverages, drugs, firearms, or fireworks are allowed on park property.
- No smoking or tobacco product usage (including usage of e-cigarettes or vaping) is allowed within any park structure.
- No glass containers are permitted on park property.
- Vehicles must park within the parking lot at all times.
- **Groups are expected to provide their own set-up and after usage clean-up, including the disposal and removal of all trash.** Any additional clean-up of the area by park employees will be billed to the user at the rate of \$25 per hour (with a minimum charge of \$25) plus the cost of materials to repair any damages. You will have 15 minutes before and after your scheduled time to set up and clean up. Please exit the building accordingly.
- All food must be cooked prior to arrival. Microwaves and ovens may only be used to heat up food that has been previously prepared or to keep food warm. Crockpots can be brought and used to keep food warm. No red colored beverages are allowed.
- Shirts and shoes must be worn at all times.
- No person granted a permit shall display or offer for sale any item(s) where profits accrue to any individual person or members of the sponsoring organization, unless the activity is sponsored or co-sponsored by the Parks & Recreation Department or approved by the New Albany Parks & Recreation Board.
- No person within any park or its borders shall be permitted to announce, advertise, or call the public's attention in any way to any article or service for sale or hire.

*(continued on reverse side of form)*

- Any agreement for the use of the facility may be terminated should the circumstances dictate that it is needed for department maintenance and/or programs. In such situations, notice will be given to the renter of the facility, and the renter will need to request alternate dates and/or times should this happen.
- A 50% refund will be allowed only if notified no later than 30 days prior to scheduled event. Refund checks may take up to 30 days to process. No refunds are given for inclement weather. We will be happy to work with you to find an alternate date if we are notified at least 14 days prior to the reservation date. The reservation date can only be changed 1 time if a change of reservation date is approved. If the rescheduled date is cancelled, no refund will be given and a fee of \$25 or 25% of the reservation fee (whichever is greater) will be applied to your account. We understand special circumstances can arise unexpectedly necessitating a last minute cancellation or change of plans. Please contact our offices to discuss your special circumstances and possible options.
- ***In case of an emergency, contact Kathy Wilkerson at 502-643-0716.***

**\*PLEASE NOTE:** Violations of park rules may result in a group being asked to leave the park property with no refund of the reservation fee.

By signing this contract, I, the undersigned, clearly understand and have received the policies regarding facility reservations at Griffin Recreation Center and will be responsible for my group complying with all rules and regulations contained within. I agree to be responsible for taking all reasonable and necessary actions to insure the safety of the persons and property of all participants in the events during the rental period, including but not limited to, employees, participants, associates, guests, spectators, and any member of the public in attendance at any of the events being held by my group at the facility. I assume full responsibility for the supervision of my group and agree to defend, indemnify, and to hold harmless the New Albany Parks and Recreation department and the City of New Albany, its owners, agents, servants, and/or employees from all claims for any liability, responsibility, injury, loss, damage or expense, including attorneys' fees, in any way connected with the use of Park property. I understand that use of any Park property is voluntary, and I voluntarily assume and accept personal responsibility for any injury, liability, loss or damage arising from any and all risks, known and unknown, foreseeable and unforeseeable, in any way connected with use of Park property.

\_\_\_\_\_

Group Representative

\_\_\_\_\_

Date

\_\_\_\_\_

Staff Representative

\_\_\_\_\_

Date

Thank you!