

**JASPER PARKS & RECREATION  
RENTAL APPLICATION**

**\*There is a \$50.00 refundable damage fee deposit on all buildings\***

DATE REQUESTED (Calendar date): \_\_\_\_\_

TIME REQUESTED (Including Setup, Activity & Cleanup) \_\_\_\_\_ to \_\_\_\_\_

FACILITY:

- Frisco Gym Meeting Room (\$25 first two hours, \$10 each additional hour)
- Frisco Gym (\$100.00 first two hours, \$25.00 each additional hour)
- Smith Center (\$25 first two hours, \$10 each additional hour)
- Lower Pavilion – Memorial Park (\$25 first two hours or \$45 per four hours)
- Coke Oven Playground Pavilion (\$25 first two hours or \$45 per four hours)
- Other \_\_\_\_\_ Rental Fee \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work/Cell) \_\_\_\_\_

Type of Event: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Admission Charged?  Yes  No

Number of Chairs Required \_\_\_\_\_ Number of Tables Required \_\_\_\_\_  
(Pavilions are rented as is, no extra tables or chairs.)

**Please provide a diagram of requested set up**

Rental Rules & Regulations:

1. A \$50.00 damage deposit is required at time of reservation. Deposit will be refunded within fourteen (14) days after date of rental provided building and grounds are left in satisfactory condition.
2. Rental must be paid in full one week (seven calendar days) prior to event. If payment is not received, reservation will be cancelled and deposit forfeited.
3. Cancellations must be made two week (fourteen calendar days) prior to reservation date for full refund.
4. In accordance with **CITY ORDINANCE: ABSOLUTELY NO ALCOHOLIC BEVERAGES ARE PERMITTED ON CITY PROPERTY. If alcoholic beverages are found on premises during event, building will be cleared and locked.**
5. In accordance with CITY ORDINANCE: All city facilities must be closed and locked at 10:00 pm.
6. **Smoking is prohibited in all park facilities and on park property.**
7. If admission is being charged, renter must contact City Hall at 221-2100 to obtain an event license.

In making this application, I or my organization understand the fees, reservation hours, rules and regulations of the Jasper Parks & Recreation Department and will abide by all rules and assume financial responsibility for any damages to facilities/areas/parks and equipment. I and/or my organization agree to indemnify and hold harmless the City of Jasper for any accidents that may occur arising out of my or my organization's use and/or preparation of this City of Jasper facility and/or the equipment or furnishings located therein. **I AND/OR MY ORGANIZATION AGREE TO BE RESPONSIBLE FOR ANY DAMAGE TO THE RENTAL FACILITY DURING OUR RENTAL PERIOD.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_  
For Office Use Only

Amount Paid: \_\_\_\_\_

Date Paid \_\_\_\_\_

Receipt Number \_\_\_\_\_