

PARK SHELTER RESERVATION APPLICATION



Group Name

Applicant/Responsible Person

Mailing Address

Email Address **Phone**

Requested Date **Time of Use** **Anticipated Attendance**

Activity Type (check all that apply): **Family Reunion** **Fundraiser** **Birthday Party** **Meeting**
 Church Gathering **School Function** **Other:**

Inflatable Recreation Devices (if any)
(Proof of general liability insurance coverage must be attached)

Shelter Use Policy (PLEASE READ)

Park shelter reservations are accepted as equitably as possible on a first come, first-served basis. Park shelter facilities may be reserved up to six months in advance by visiting Town Hall personally, by mail, or telephone. Reservations are not considered to be final until payment and all applicable additional paperwork is received by the Town of Mills River during regular Town Hall hours, including Council permission if the event is a fundraiser. Rental fee is \$25 for each 1 hour increment with a 2 hour minimum. Park shelters are available for private use during normal park hours. When not privately reserved, park shelters are open to the public for general shared use at no charge.

Payment may be made by check, cash, or money order and is due at the time of application. Cancelled reservations will be rescheduled at the discretion of the Parks and Recreation department depending on availability. No refunds will be given. Applicants not showing for their reserved time/date will forfeit the reservation fee. If any damage is done to the facility you will be held liable for damages.

The shelter may not be used for an activity which will result in monetary gain for an individual or private group without express permission of the Mills River Town Council. Alcoholic beverages and tobacco use are prohibited within all Town of Mills River parks.

No flammable or hazardous decorations will be used. Nails, tacks, or other metal devices may not be driven into any wood on the premises. Defacing of the facility in any way will result in forfeiture of deposit and charge for cost of repair. Any use of adhesive tape products is prohibited. Gas grills or any cooking devices other than the fixed grills at shelter are allowed **only** with prior written permission of the Park Director.

The use of an inflatable attraction during the hours of permitted activity is allowed. The inflatable must connect to existing power. Proof of general liability insurance is required at the time of application.

All persons utilizing the premises agree to abide by all park Rules and Regulations, including, but not limited to those expressed on this application. The complete rules are available for viewing at www.millsriver.org.

Town of Mills River staff is authorized for access to any activity at any time to determine the activity is lawful and in compliance with these policies. This institution is an equal opportunity provider. Granting the use of Town facilities does not constitute an endorsement of the individual's or group's beliefs, viewpoints, policies, or affiliations by the Town of Mills River.

I understand that a thorough check will be made of the rented facility to ensure the site is clean and there has been no damage. I agree that I am responsible for any damage incurred during my event.

Signature

Date

“The following information is requested by the Federal Government in order to monitor compliance with Federal laws prohibiting discrimination against applicants seeking to participate in the program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it we are required to note the racial/national origin of individual applicants on the basis of visual observation or surname.”

I do not wish to furnish this information

ETHNICITY: Hispanic or Latino Not Hispanic or Latino

RACE: American Indian or Alaska Native Black or African American White
 Asian Native Hawaiian or other Pacific Islander

Information for both ethnicity and race will need to be completed.