



RULES AND REGULATIONS

Reservation requests should be made to the StoneLedge Park and Recreational Department and final approval will be made by the Director of Parks and Recreation. StoneLedge Parks and Recreation reserves the right, on an individual basis, to refuse rental of facilities for events deemed inappropriate. Fees for rental are subject to change without notice. It may be necessary, due to unforeseen circumstances, for the department to change location, scheduled time or cancel reservations.

1. All rentals require a \$50.00 refundable deposit. Reservations are not valid until a rental contract has been signed by all parties and the required deposit has been made. Payment for fees and deposit must be by cash, check or money order. Sublease of the facility is not allowed.
2. Special arrangements must be made for Holiday rentals.
3. Rental Hours: Shelters are rented for a two-hour minimum. Rental time will include set-up and clean-up time. Failure to vacate by the appointed time will result in the loss of the deposit plus charge for damages incurred and clean-up.
4. Deposit and fees: The required deposit and rental fees must be made at the time the rental contract is signed. Refund of the security deposit, less any charges for damages or clean up, is made within two weeks after your event.
5. Cancellation: Because of the limitations of available space fees are nonrefundable. Security deposits will be refunded for events cancelled at least one week in advance.
6. Set-up, decorations and equipment:
 - a. Decorations must be approved by the Director
 - b. Table coverings are required if food and/or beverages are to be served
 - c. Glitter, sequins, confetti, sand, flower petals, bird seed or the use of like products are prohibited.
 - d. The use of staples, nails, tacks or tape to affix decorations to the structures is strictly prohibited. Balloons or banners may be secured by tying with string, but must be removed at clean up time.
 - e. Candles may be used on a birthday cake only.
 - f. The use of a portable grill is permitted. These must be used with caution and ash or any other residue must be removed from the park after clean up. Fog and bubble machines are prohibited.
 - g. All trash must be bagged and placed in the trash receptacles and any debris on the floors or grounds must be removed. The facility must be left in the condition in which it was found.
7. Weapons & explosives: Possession and/or use of firearms, weapons of any nature and fireworks are strictly prohibited.

8. Tobacco products & alcoholic beverage use: The possession or use of alcoholic beverages is prohibited. Tobacco products may not be used on the playground, in the shelters or bathroom, only in designated smoking areas.
9. Event organizers and parents of attending children are responsible for damages resulting from playing in the mulched plant beds and in and around the water features or sculpture.
10. Violations of rules: Any person violating the rules and regulations or, in the opinion of park officials or employees, constituting a public nuisance or potential hazard to persons or property, or exhibiting disorderly conduct, shall be served notice by a Park official or employee and expelled from the facility. Such violations may be subject to prosecution in accordance with state and local ordinances and laws.
11. Right to alter or end an event: StoneLedge Park maintains the right to alter or end any event at any time it is determined necessary to insure the continued public safety, health and welfare of event participants, park visitors or the surrounding community. In the event a function is ended for cause, no refund of security deposit or rental fees will be made.
12. No admission fees may be charged by any event organizer without the express written consent of the StoneLedge Parks and Recreation Director.
13. Damages for which the renter is responsible , but not limited to, scratches, cuts or stains to floors, tables, chairs; damage to rockwork, water features, sculpture, buildings, plants, trees, fixtures and equipment, whether made by renters, their employees, agents or guests. The Parks and Recreation Director will determine whether any damage has occurred, and whether those damages are of the nature that the renter will be held responsible. The decision of the Director will be final.

FAILURE TO COMPLETE ANY OF THE DUTIES ABOVE MENTIONED WITHIN THE RESERVATION TIME WILL RESULT IN THE FORFEITURE OF ALL OR A PORTION OF THE SECURITY DEPOSIT. CHARGES IN ADDITION TO THE SECURITY DEPOSIT MAY BE ASSESSED FOR CLEAN UP AND DAMAGES. THEREFORE IT IS IMPORTANT TO PLAN WITHIN YOUR RENTAL HOURS TO PERFORM THESE DUTIES AND TO INSTRUCT EMPLOYEES, AGENTS OR GUESTS ON THE RULES AND REGULATIONS AND MONITOR THE ACTIVITIES OF CHILDREN.

I HAVE RECEIVED, UNDERSTAND AND AGREE TO ABIDE BY THE RULES AND REGULATIONS OF STONELEDGE PARK.

Signature of Responsible Party

Date