

**ROCHESTER**  
**FACILITY RESERVATION APPLICATION**

Today's Date \_\_\_\_\_

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

Representative: Name \_\_\_\_\_ Position \_\_\_\_\_

Street Address: \_\_\_\_\_ Tel. #: \_\_\_\_\_

Facility Requested (circle): Kiwanis Pavilion      Lion's Shelter      Other: \_\_\_\_\_

Hours of Use: Between \_\_\_\_\_ and \_\_\_\_\_.      Date Requested: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Size of Group: \_\_\_\_\_

Will food be served? (circle)    YES    NO.    Kiwanis serving room needed?    YES    NO

Remarks: \_\_\_\_\_

Applicant hereby agrees that the group or organization will comply with all rules and regulations concerning the use of City facilities. Applicant also agrees that they or the organization will reimburse the City for any repairs to the facilities or park equipment and for any extra or unusual custodial costs made necessary by the group or organization's activities.

*Please note that there is no vehicular access beyond the parking lots and neither alcoholic beverages nor sound amplification is permitted.*

*Applicant will be present at the facility during the hours listed above.*

Applicant's Signature \_\_\_\_\_

.....  
(office use below this line)

City Resident NonRefundable Fee: \$75. Non-City Resident, Non-Refundable Fee: \$100

Reservation Total: \$ \_\_\_\_\_ .Approved: \_\_\_\_\_ . Date: \_\_\_\_\_  
(City Manager, or Designee)

**RELEASE OF LIABILITY**

To the fullest extent permitted by law the above organization agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Rochester, its elected and appointed officials, employees, agents, volunteers, and others working on behalf of the City of Rochester against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Rochester, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated in whole or in part with the sponsoring organization's special event. By signing below, I state that I have authority to sign this document on behalf of the sponsoring organization.



## ROCHESTER MUNICIPAL PARK FACILITIES

The following rules apply to all City parks and facilities:

- 1) No alcoholic beverages are allowed in the parks.
- 2) No sound amplification.
- 3) No vehicular access beyond the parking lots.

Kiwanis Pavilion: The Kiwanis Pavilion is an open sided structure on a concrete slab that is located next to the south tot-lot, across the Paint Creek from the pond. There are 8 to 10 picnic tables in this area, and there is a drinking fountain nearby. Within the pavilion, there is a serving room which is available for public use. It has a flip-up window, counter space and electrical outlets. There are no kitchen facilities.

| <b>PARK &amp; FACILITY FEE</b> |   |
|--------------------------------|---|
| Facility reservation fee       | \$75 (includes the serving room, no deposit)  |
| Non-Resident reservation fee   | \$100 (includes the serving room, no deposit) |

The reservation fee is non-refundable. The user may reschedule once within the same calendar year based on availability of day and time.

A key is available at City Hall on the day of the activity. If the event is on a weekend or holiday, the key will be available the day before the event.

If you have any questions or need further assistance, please contact City Hall at (248) 733-3700.