



WRIGHT CITY
Parks & Recreation

Wright City Parks Facility Reservation Application For 501C-3 Organizations

OFFICE USE ONLY
Name: _____
Date Requested: _____

PLEASE PRINT CLEARLY

GROUP OR ORGANIZATION NAME: _____

CONTACT PERSON NAME: _____

ADDRESS: _____

EMAIL ADDRESS: _____

PHONE 1: _____ **Text Y or N** _____ **PHONE 2:** _____ **Text Y or N** _____

W.H. Activity Building _____	Ruge West Pavilion _____	Ball Diamond 1 _____
Diekroeger Main Pavilion _____	Ruge East Pavilion _____	Ball Diamond 2 _____
Diekroeger WHAB Pavilion _____	Ruge Basketball Court _____	
Diekroeger Basketball Court _____		

BEGINNING TIME: _____

END TIME: _____

OTHER (IF APPLICABLE): _____

*Note, all parties must be finished and cleaned up by end time listed unless otherwise arranged. Charges may apply.

EVENT TYPE: _____ **ESTIMATED ATTENDANCE:** _____

*The Wil Heiliger Activity Building has a max capacity of 81 seated with tables and chairs, 174 with chairs only, and 243 standing room only. Violations of this may result in fines from the city.

REQUIRMENTS: The WC 501C-3 reservation form must be completely filled out with a copy of applicant driver's license. Non-profit civic clubs and organizations with a 501C-3 status must supply proper 501C-3 documentation. Alcohol is prohibited in all city parks without a special alcohol permit. All deposits must be paid before reservation is issued. All remaining fees to be paid in full before the rental date.

Regular Scheduled Meetings: No cost

Special Events and Fundraisers:

Heiliger Building = \$22.00 an hour with \$100.00 refundable deposit # of hours _____ \$ _____

Pavilions = \$22.00 a timeslot with \$50.00 refundable deposit # of timeslots _____ \$ _____

Baseball Fields and Basketball Courts = \$15.00 an hour w/ \$50.00 deposit # of hours _____ \$ _____

All Day Special Events. 7am to 9pm:

Weekdays (M,T,W,Th) = \$250.00 with \$100.00 refundable deposit \$ _____

Weekends (F,S,Su) = \$300.00 with \$100.00 refundable deposit \$ _____

TOTAL \$ _____

By signing this form, I agree to all the above terms and guidelines. I have read the Rentals Rules (next page) and agree to abide by them.

SIGNATURE: _____ **DATE:** _____

Wright City Parks Rental

Policies and Rules

- Wright City exercises a Hold Harmless Policy during all facility usage and rentals. This releases the city from any claims that may arise from an accident or injury when using the facility.
- Rentals are on a first come first served basis and reservations are not issued until a deposit is made.
- Reservations need to be made no less than 7 days prior to rental date unless for a funeral or given special permission from the park director or city administrator.
- Usage is free to non-for-profit organizations for regular meetings with approved status documentation. Rental fees are applicable for social events or commercial usage. Meetings should be canceled at least 48 hours in advance.
- Requests for on-going meetings will be evaluated and approved by the park director and only if the time is available.
- Youth events will require 2 adults for the first 20 youths, and 1 adult for each additional 10.
- Cancellations are required at least 7 days prior to the scheduled reservation and will forfeit \$25.00 from the deposit. Any cancellations 6 days or less will forfeit the whole deposit.
- Wright City parks cannot guarantee building access, electric or restroom usage before or after reservation time.
- Any use of facilities before or after the reservation time may result in additional charges or loss of deposit. Ensure that the time scheduled on the reservation includes set up and clean up time.
- The reservation holder is required to be at the function for the duration of the event and if necessary, must be authorized to make decisions on behalf of the party, group, or organization.
- Reservation holder is responsible for leaving the facility and restrooms clean and clear of trash.
- Any property damage or additional cleaning required may result in the loss of deposit.
- Anytime there is an attendance of 100+ guests and/or alcohol is present, security approved by the Wright City Police may be required at the rate of an officer's current rate, at the cost of the reservation holder.
- Alcohol is prohibited in any Wright City Park or facility unless approved by a special permit.
- No smoking or vaping in any of the city buildings, on walking trails, playing fields, or grassy areas. Smoking and vaping are only allowed in designated parking lots.
- Park grounds are open from dawn till dusk. Park usage outside of this is by rental agreement and approval of the park director or city administrator.
- Driving and parking on walking trails and grass is strictly prohibited. Violators may forfeit deposit.
- No banners or advertisements may be posted on city property unless approved by the park director or city administrator.
- All decorations and tablecloths must be secured with tape, no staples, nails, tacks, etc., and removed afterwards.
- Use of glitter is prohibited.