

**MILFORD CITY**  
**Facilities Use Rental Agreement – Form 67B Parks**

Event: \_\_\_\_\_ Date(s) Scheduled \_\_\_\_\_

Name of Person or Group Scheduling Use \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Proposed Hours of Use, (Include setup and cleanup time) \_\_\_\_\_

Will inflatables (Bounce House, Slides etc) be used at the event (circle one) Yes No

**\*\*\*If yes- Certificate of Insurance must be provided prior to event\*\*\***

Facilities To Be Used @ Pavilion (please check all that you will need access to) \_\_\_\_\_ Kitchen \_\_\_\_\_ Restrooms \_\_\_\_\_

**Refundable Cleaning Security Deposit \$25.00 – Facilities must be left clean to receive refund**

**\*\*\*Deposits will be available for refund after Noon on the first business day following use – this provides the city time to ensure the facility was left clean and orderly prior to refunding deposit.**

**Renter's Checklist, signed off by renter, and the pavilion gate key must be returned at time of refund.**

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**\*Cleaning Deposit of \$25.00 is due at the time of reservation\*.** Reservation will not be entered onto calendar until reservation form AND deposit have been received by Milford City. Deposits will only be refunded after the facility has been inspected to ensure that all conditions have been met.

**Facilities Use Policies:**

- The renter shall immediately report any damaged property (instructions for reporting on checklist)
- The renter shall be responsible for any damage caused to property
- Cancellations must be made 24 hours in advance

**Renter Is Responsible For Clean Up:**

- All garbage shall be disposed of in tied garbage liners and placed in garbage totes provided at the pavilion. Renter is responsible for providing garbage liners.
- Garbage totes are to be placed along the fence, and secured with provided chain at the end of rental period. Tables should be left clean.
- Facility should be left clean and orderly. If pavilion concrete is littered with food or drink, it must be sprayed off with a hose. Kitchen area should be swept/hosed after use. Broom and hose will be provided and must be returned to the kitchen area and secured behind the gate following use.
- Restrooms, if used, shall be cleaned, inspected, and doors locked after use.
- Garbage and debris must be picked up on the lawn and the gravel area surrounding the pavilion.

**Misuse of the facility, or failure to abide by the rules will result in immediate cancellation of reservation, and forfeiture of deposit fees paid to the City of Milford.**

I, the undersigned, take responsibility for the Pavilion while I am using it. I understand that any misrepresentation on my part while renting or using the facility will result in forfeiture of my use of the facility in the future and I will be responsible for any damages or difference in fees.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Deposit Fee \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Key # Issued \_\_\_\_\_ Date Issued \_\_\_\_\_

Deposit Check # \_\_\_\_\_ Entered on Calendar  Date Key Returned \_\_\_\_\_ Cert. of Ins. Date Rec'd \_\_\_\_\_

Date Deposit Returned \_\_\_\_\_ If deposit held, please explain reason(s) for withholding deposit:

\_\_\_\_\_  
\_\_\_\_\_

**MILFORD CITY FACILITIES USE POLICIES**

**- - Please Read and Understand All Policies - -**

• **Damages to Property:**

The renter shall be responsible for any damages to the pavilion, furnishings, gate, restrooms.

- **The renter shall report any damages or other concerns to the City Office as soon as possible. Voicemail messages may be left after business hours by calling 387-2716.**

**Renter's Checklist:**

The facility should be left clean after each use. Following is a checklist of conditions that must be met in order to receive refund of cleaning security deposit:

- \_\_\_\_ 1. All decorations and personal items removed from property.
- \_\_\_\_ 2. Food, beverage, plates, utensils, etc. emptied and disposed of in garbage liners (liners provided by renter), liners tied and placed in garbage toter.
- \_\_\_\_ 3. Garbage totes placed along the fence and secured with lids closed.
- \_\_\_\_ 4. Kitchen, if used, left clean, with all food removed. All countertops must be wiped down, floor swept, and if needed, sprayed off. Broom, hose, and sprayer are provided, return to kitchen where they can be secured behind the gate.
- \_\_\_\_ 5. Tables must be wiped down and must be placed on the pavilion at the end of the event (if moved during event, put them back where they were).
- \_\_\_\_ 7. Pavilion, parking lot and all areas surrounding pavilion should be free of litter and debris.
- \_\_\_\_ 8. Restrooms, if used, should be checked for litter and debris, toilets must be checked and flushed if needed, lights must be turned off. **LOCK THE DOORS.**
- \_\_\_\_ 9. All lights at the facility shall be turned off, if used.
- \_\_\_\_ 10. If kitchen area is used, pull gate closed and lock it, ensuring the area is secure.

**Signature** \_\_\_\_\_

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**Renter's Checklist, signed off by renter, and the pavilion gate key must be returned at time of refund\*\***