



CITY OF
Siloam Springs
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FACILITY RENTAL APPLICATION

Applicant's Information:

Name of Person Responsible: _____

Address: _____
Mailing Address City State Zip

Driver's License Number: _____ State _____

Telephone: (Home) _____ (Work) _____ (Cell) _____

Email Address: _____

Type of Function: _____ Number of people expected: _____

Will there be any fees charged? Yes No Is this a fundraiser? Yes No

If so, please explain? _____

Will food/drinks be served? YES NO

Facility Requested: _____

Requested Date: _____ Requested Time: From _____ To _____
Month/Day/Year

Applicant's Responsibilities: (check boxes below)

- I have read, understand, and signed the Rental Policy.
- I have paid the deposit and rental fee.
- I know I am completely responsible for the facility during my event.

Signature of Person Responsible (Must be 18 or older to sign)

Today's Date

FOR OFFICE USE ONLY

Deposit: _____	Rental Fee: _____
Date Paid: _____	Date Paid: _____
Receipt #: _____	Receipt #: _____
Received by: _____	Received by: _____
Date Deposit Returned: _____	By: _____



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FACILITY RENTAL POLICY

1. A damage and cleaning deposit is required for rental on all facilities of the Parks & Recreation Department. This deposit will be refunded if the facility is left in an acceptable manner as determined by the Parks & Recreation Staff. All or part of the deposit may be kept if extra cleaning or repair costs are incurred. If repair or cleanup exceeds the amount of the deposit the renter shall be responsible for such costs.
2. Reservations are made through the Parks & Recreation Department and are confirmed when the deposit and rental fees are paid, the *Rental Policy* is signed, and the *Rental Application* is filled out.
3. Rental and deposit fees shall be forfeited if notice of cancellation is not received by the Parks & Recreation Department **forty-eight (48)** hours prior to the time of the reservation date.
4. The hours of reservation must be agreed upon ahead of time and cannot be changed without **forty-eight (48)** hours notice to the Parks & Recreation Department.
5. Any organization, group, or individual assumes full responsibility of the facility including responsibility for the behavior of others and any damages. The applicant agrees to pay the cost of necessary repairs or equipment that is lost or damaged as a result of the event.
6. A Special Event Permit will be required for organizations conducting fundraisers, charging admission, or selling goods.
7. Use of birthday candles or floating candles is permitted. No other candles for decorating will be allowed. The use of nails or staples is prohibited. Tape is allowed if removed after the event.
8. The **ORANGE BAR LOCKS** on the North and South glass doors of the Community Building **must be removed** before your group uses the facility.
9. Set-up and clean-up time will be included in the rental time period.
10. **Renters shall not enter the facility before their scheduled time** and must vacate the building when their time is complete.
11. **All facilities must be vacated by midnight.**
12. State and local laws regarding alcoholic beverages, smoking, and gambling will be observed in the facilities and park areas. **Alcoholic beverages are prohibited.** Smoking is prohibited in the buildings.
13. The use of motorized vehicles in any park area or green spaces prohibited.

Renter Printed Name

Signature

Date



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PARKS & RECREATION

FACILITY	RENTAL FEE				DEPOSIT
	Resident		Non-Resident		
Community Building Weekday Monday - Thursday	\$100	Up to 4 hours	\$200	Up to 4 hours	\$200
	\$150	4 to 8 hours	\$300	4 to 8 hours	\$50 Use of kitchen
	\$225	9 to 18 hours	\$450	9 to 18 hours	
Weekend Friday - Sunday	\$125	Up to 4 hours	\$250	Up to 4 hours	\$200
	\$200	4 to 8 hours	\$375	4 to 8 hours	\$50 Use of kitchen
	\$300	9 to 18 hours	\$525	9 to 18 hours	
Family Aquatic Center	\$250 Per hour				\$250
Gazebos					
City Park	\$10 Per day				\$100
Twin Springs Park	\$10 Per day				\$100
La-Z-Boy Sports Complex Adult Softball Fields	Day - \$5 Per hour		Day - \$10 Per hour		\$100
	Night - \$10 Per hour		Night - \$15 Per hour		
Parks	\$25 Per day				\$100
Pavilions					
	Bob Henry Park - Large		\$10 Per hour \$50 Per day		\$150
	Bob Henry Park - Small		\$10 Per day		\$100
Eliana Chacon Memorial Park - Small	\$10 Per day				\$100
Sager Creek Soccer Complex Soccer Fields	\$40 Per field / Per two-hour slot				\$100 Per field
	\$100 Per day / Per field				
	\$225 Per day / Three fields				
Sand Volleyball Court	\$5 Per hour		\$10 Per hour		\$100