

### **Policy guidelines:**

1. Individuals or groups can make reservations at the El Dorado Parks and Recreation office and must assume responsibility for payment. Checks should be made to the City of El Dorado. Reservations are not confirmed until the form and appropriate fees are provided to the City of El Dorado Parks and Recreation Department.
2. Cancellations: the rental fee will be refunded in full if reservations are cancelled at least five (5) business days before the event. Half rental fee will be refunded if cancellation is not received within five (5) business days of the event.
3. Any violation of the policy will result in the immediate termination of the event.
4. The City of El Dorado Parks and Recreation department may, at any time, refuse to open or grant access to any and all facilities for any and all purposes.
5. The use of the facilities will be limited to that stated in the written request.
6. The person or persons signing the agreement for use of the facility will be responsible for all persons entering the facility they are using regardless of whether or not all those entering are members of the group, which has permission to use the facility. Only specific section of the facility mentioned in the agreement is to be used by the group.
7. Use of alcoholic beverages and tobacco products will be prohibited in the Cage Building, Activity Center, Municipal Pool, and High School Pool.
8. Use of illegal drugs and disorderly conduct will be prohibited in any City of El Dorado Parks & Recreation facility.
9. Charges listed in this permit should be paid two weeks in advance to the City of El Dorado Parks and Recreation department. Failure to pay the charges will be sufficient reason to deny use of the facility.
10. Organizations using the facility must be supervised by an adult at least 21 years of age for every 20 occupants to assure proper care and use of the facility.
11. Ordinance No. G-662, the Governing Body has made it unlawful for any person to play, use or operate on the streets, alleys, or public grounds of the City a loudspeaker or sound amplifier without first procuring a permit from the City Manager or the Parks and Recreation Director
12. The person(s) or group(s) making application for facility use shall agree to reimburse the El Dorado Parks and Recreation department for any property damage or clean up required to the facility.
13. No person(s) or group(s) may enter any City of El Dorado Parks and Recreation facility outside of the original stated agreement without the prior approval of the El Dorado Parks and Recreation Department.
14. Any person(s) or group(s) who rent facilities on a regular basis must renew rental annually.
15. The El Dorado Municipal Pool shall not be used unless City employed certified lifeguard(s) are on duty.
16. Nothing is to be attached to the walls without prior permission of the City of El Dorado. No nails, screws, or tape may be placed on painted surfaces. Open flamed candles are prohibited unless given special permission and permit issued by the El Dorado Fire Department.
17. Rental use disclaimer: The City Manager and the Director of Parks and Recreation have the authority to deviate from this policy, depending on the event.

**Administrative policy for the rental of any  
City of El Dorado Parks and Recreation Facility  
P.O. Box 792, El Dorado, KS 67042, (316) 322-7400**

This policy will be outlining the procedures in renting any City of El Dorado Parks and Recreation Facility. The El Dorado City Commission promotes the use of any Parks and Recreation facility for any and all events.

**Purpose:**

The purpose of this policy is to outline the procedures and provide guidelines in the rental of any City of El Dorado Parks and Recreation facility.

**This permit authorizes the use of the City of El Dorado Parks and Recreation Department facilities as listed, subject to the conditions stated. The person to whom this permit is issued must agree to accept responsibility for all provisions listed.**

A signed copy of this agreement must be in the possession of the responsible party to pick up the facilities keys and at the time of use to verify authorization. Please read all the provisions and guidelines related to this agreement.

I have read all of the provisions and guidelines (initial)\_\_\_\_\_

As a condition to rent the facility listed below, I knowingly and voluntarily assume any and all risks inherent in renting. I assume responsibility for any damages that might occur during my use of the facility. I, further, waive any rights or claim against the City of El Dorado, its officials, officers, and employees to include, but not limited to bodily injury, property damage, and/or loss, or personal loss. I have read the procedures for use of any City of El Dorado facility and understand that a signature is required in order for me to rent any City of El Dorado facility.

(Please Circle One)

Municipal Pool

\_\_\_\_\_  
Signature of Responsible Party

Activity Center

\_\_\_\_\_  
Printed Name of Responsible Party

East Park Ball Diamonds

Central Park Ball Diamonds

\_\_\_\_\_  
Address of Responsible Party

McDonald Stadium

\_\_\_\_\_  
Day Time Phone

Home Phone

Lake Softball Diamonds

\_\_\_\_\_  
Renting Organization or Group Name (if any)

PURPOSE OF RENTAL

\_\_\_\_\_  
Dates of Rental

Time Open

Time Close

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For Official Use Only

Deposit Fee: \_\_\_\_\_ Total User Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Approved by: \_\_\_\_\_

Director of Parks & Recreation, Asst. Director, and/or Secretary