



Bexley Recreation  
& Parks

## Facility Rules & Regulations

### *Field Rental Permits*

**The City of Bexley, Recreation and Parks Department will be represented hereinafter by the term “Lessor.” The facility renter will be represented hereinafter by the term “Lessee.”**

#### **Field Rental Permit**

\*This Field Rental Permit should always be carried on the Lessee during facility usage on reserved dates.

**The Lessee is required to help the Bexley Recreation & Parks Department (BRPD) keep facilities clean, safe, and secure by adhering to and enforcing the use of BRPD facilities’ rules and regulations listed below:**

#### **Payment & Security Deposit Policy:**

Please refer to the Facility Permit Policy document for the fee structure.

Full Payment (if applicable) is due no less than two weeks (2) prior to the event date. A damage deposit (Credit Card On File) is required at the time of the in-person reservation for paid permits.

*Forfeiture of the security deposit includes, but it not limited to:*

- A. The facility or any items in the facility are damaged.
- B. The permit hours as requested are exceeded.

#### **I. GENERAL RULES & REGULATIONS:**

- A. **Request for use of a recreation and parks facility shall be submitted 72 hours prior to requested use date to the Recreation & Parks Department and must follow the field permit schedule.**
- B. Requests must include the name of the group or organization requesting use of facilities, the activity/purpose of the meeting or function and the date and time of such meeting or function. If satisfactory arrangements can be made, the request may be approved by the Supervisor and Director.
- C. All Facility Rentals are to be used solely for the purpose stated on the Rental Permit.
- D. The use of any building or grounds or any part thereof is granted on the condition that if needed for recreation functions on any of the dates granted, the applicant agrees to forego its use on such dates. Notice of cancellation will be done via email.
- E. BRPD reserves the right to cancel (as a result of weather-related issues) any and all permitted use of a facility for the purpose of protecting facility grounds (i.e. in the case of heavy rains, the department may cancel use of a field to preserve the quality of the park for future use). Notice of cancellation will be done via email.
- F. In addition, we ask the Lessee to use common sense when using park grounds that are wet/soggy. Activity on wet/soggy facility will damage the park, which can/will result in the closure of the facility for repairs.
- G. In the event of inclement weather (i.e, thunder storms, tornado siren, et.), the Lessee assumes responsibility for his/her group is advised to leave the field.
- H. BRPD assumes no responsibility for damage to or loss of any property of Lessee or others brought into the Facility prior to, during or after Lessee's use.

## **II. INDEMNIFICATION / DAMAGES**

- A. Lessee agrees to indemnify, protect, defend, and hold harmless Lessor and Lessor's officers, agents, employees, and invitees from any and all claims, demands, suits, liabilities, and expenses from damage or injury to persons or property arising out of Lessee's use of the Facility to the services provided by Lessor.
- B. Lessee is aware that the use this facility involves certain risks of accidental injury despite safety precautions.
- C. Lessor may require Lessee to provide general liability insurance coverage in an amount determined by Lessor naming Lessor as a named insured. If insurance is required, Lessee shall provide proof of insurance coverage to Lessor at least 14 days before Lessee's use.