



**Payment Policy** – A check or credit card can be accepted for the fee payment. Checks are to be made payable to *City of Clive*. Reservation is confirmed when completed form and payment are received. The deposit fee is kept and additional fees may be billed per the discretion of the City depending on the condition of the rental facilities and surrounding area when vacated. The undersigned will be held responsible for the damage caused to any facilities and will be charged at the rate of 1.5 times the employee's hourly rate for time required to repair, clean up, etc. Minimum charge of \$50 per hour.

**Cancellation Policy** – Any changes to reservations by the renter must be made a minimum of 10 business days in advance of the date of the reservation. If the tournament is cancelled by the renter, no deposit fees will be returned to the renter.

**Alcohol Policy** – Per City of Clive ordinance: Kegged beer may not be dispensed, distributed, given away or sold in any public park. A waiver for this regulation may be granted by the city council as part of a special event permit approval process. Glass beverage containers/bottles are prohibited in all city parks. All such items will be confiscated.

**Noise Policy** – Amplified and/or loud music will NOT be allowed. Complaints of amplified or loud music will result in the renter's immediate removal from the facility.

**Rental Time** – The renter is responsible for their event schedule. The start and end time are the stated hours of arrival on the premises and departure from the premises. The police will be contacted for any rental event that is still on the premises after the rental period has ended.

If the facility is being used for a fund-raising project, all tickets must be advanced sales. No public parties or group activities charging or collecting admission on the premises will be allowed. Beer may not be a reason for promoting advanced sales.

**The City of Clive reserves the right to cancel/reschedule the rental due to inclement weather or poor field conditions.**

The renter shall be responsible for any and all damage to the facility occurring during the term of the rental.

That renter shall indemnify and hold harmless the City of Clive, it's officers, agents and employees, from and against any and all loss, liability or damage arising out of renter's use of the facility, including all costs, expenses and attorney fees incurred in defending any claims arising out of the use thereof, except to the extent that the injuries or damages resulting in such losses or liabilities arise by reason of the negligence of the City of Clive, their successors or assignees.

**That renter takes the facility as renter finds it and voluntarily assumes all risk of loss, damage, or injury (including death), that may be sustained by renter or any property of any of the undersigned while in, on or upon said facility.**

**Renter shall fully comply with all applicable state laws, City ordinances and rules applicable to the use of the facility. Smoking is prohibited on playgrounds and in park shelters located on City property, including adjacent areas within 50 feet of playgrounds and park shelters (in compliance with the Iowa Smokefree Air Act).**

**The City of Clive reserves the right to refuse the rental of the facilities.**

**THIS RESERVATION IS NOT CONFIRMED UNTIL COMPLETED FORM AND PAYMENT ARE RECEIVED.**

Renter's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Payment:**  Cash  Check # \_\_\_\_\_ Credit Card:  Visa  MasterCard  Discover

Name on card \_\_\_\_\_ Total fees \_\_\_\_\_

Card number \_\_\_\_\_ Expiration date \_\_\_\_\_ CVV/CVC # \_\_\_\_\_

Cardholder signature \_\_\_\_\_ Date \_\_\_\_\_

*For office use only:*

Date received \_\_\_\_\_ Received by \_\_\_\_\_ Date given to Parks staff \_\_\_\_\_ Given by \_\_\_\_\_