



# MADISON

Indiana

## CITY OF MADISON FACILITY USE FORM

### Prior to approval the event coordinator will need to:

1. Set up a meeting with the city parks director, to go over all rules that apply to the perspective park.
2. Set up a meeting with the chief of police/asst. chief of police to discuss security needs (see below for cost).
3. Provide certificate of liability insurance, for \$1,000,000 naming the City of Madison as an additional insured.
4. All fees must be received 30 days in advance of event and paid in full.

Name of Organization and Event Coordinator: \_\_\_\_\_

Email address for Billing: \_\_\_\_\_

Contact Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Activity or Event: \_\_\_\_\_

# of Attendees expected \_\_\_\_\_ Date(s) of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_ thru \_\_\_\_/\_\_\_\_/\_\_\_\_ Time(s): \_\_\_\_ to \_\_\_\_

### Rules to abide by:

1. No vehicle allowed on grass, under any circumstance.
2. No paint on pavement, under any circumstance. (*chalk or duck tape is permitted*)
3. No digging on park property until all utility lines have been clearly marked.

**\*\*any damages from failing to comply with these rules will be billed to the event coordinator**

### Please check the facility to be used:

<input type="checkbox"/> Bicentennial Park	<input type="checkbox"/> Gaines Park	<input type="checkbox"/> Kiwanis Park	<input type="checkbox"/> Pearl Park
<input type="checkbox"/> Broadway Fountain	<input type="checkbox"/> Hargan-Matthews	<input type="checkbox"/> Lamplighter Park	<input type="checkbox"/> Playground/All Children
<input type="checkbox"/> Brown Gym	<input type="checkbox"/> Damon Welch Park	<input type="checkbox"/> Lorenz Park	<input type="checkbox"/> Rucker Sports Complex
<input type="checkbox"/> Crystal Beach	<input type="checkbox"/> John Paul Park	<input type="checkbox"/> Lytle Park	<input type="checkbox"/> Legacy Park
<input type="checkbox"/> Fireman's Park	<input type="checkbox"/> Johnson Lake	<input type="checkbox"/> Oakhill Park	

### Please check the equipment needed for your event: (additional security charges may apply)

<input type="checkbox"/> Electricity hookup (\$25 an hour per meter)	<input type="checkbox"/> Water (\$50 per meter)
<input type="checkbox"/> Gray water tank	<input type="checkbox"/> Restrooms (\$50 fee for cleaning/stocking per day)
<input type="checkbox"/> Fencing (coordinate with street department)	<input type="checkbox"/> Barricades and/or tall cones
<input type="checkbox"/> Trash barrels (note the # needed)	<input type="checkbox"/> Stage (\$300 per day, coordinate with street department)
<input type="checkbox"/> Picnic Tables (note the # needed: \$15 each, plus \$100 delivery fee & \$100 pickup fee)	
<input type="checkbox"/> Trash pick-up (event is responsible for disposal of all trash unless negotiated with street department)	

Estimate of Charges: \_\_\_\_\_

Date of payment & amount: \_\_\_\_\_

A valid photo I. D. must be included to reserve facilities/equipment.

Permit authorized in accordance with the rules and regulations of the City of Madison. The City of Madison reserves the right to cancel for non-compliance of these rules and requirements.

By signing and submitting this Facility Use Form, the applicant agrees to abide by the rules and regulations determined by the City of Madison and the Madison Parks Department.

**PLEASE READ CAREFULLY:**

I, a duly authorized representative of the applicant, hereby affirm that the submitted information is true and correct to the best of my knowledge. As such, I have been authorized by the applicant to apply for this Facility Use Form and have read, understand and agree to comply with all rules concerning the use of Madison Park properties. The applicant agrees that while using/renting said Park, the applicant will not exclude anyone from participation in, deny anyone benefits of, or otherwise subject anyone to discrimination because of that person's race, color, sex, religion, creed, sexual orientation, national origin or ancestry, age or handicap. The applicant assumes all responsibility for proper conduct in the Park as outlined above, including assuring there is no consumption of alcoholic beverages; **unless otherwise approved by the City of Madison.**

I \_\_\_\_\_, on behalf of the permit applicant, shall agree to release, hold harmless, and forever indemnify the City of Madison, the City of Madison-Parks, its employees, officers, and agents from any and all claims or causes of action that may arise from the activities described herein. This includes claims for personal injury, property damage, and / or types of claim which may arise from these activities, whether such claims may be brought by the permit applicant or any of its agents, or by any third party.

I have read this release and understand all of the terms. I agree with its terms and sign it voluntarily.

---

Signature

---

Date

---

Madison Parks Department

---

Madison Police Department