



Town of Hamilton

RESOLUTION #2021-06

Amended 04-12-2022

## Park Use and Rental Policy

The Town Council has the responsibility and authority to determine use of the facility known as Hamilton Town Park by non-town personnel and organizations. The Town deems it to be in the best interest of all concerned to establish rules and regulations governing the use, establishing a use fee, providing reasonable safety, defining the exemptions, and responsibilities of the park use.

The Town of Hamilton reserves the right and authority to deny any individual, group, or organization the use of the park. The park shall not be used for any illegal purpose. All laws, codes and regulations shall be obeyed.

Reservations will be made by contacting the town clerk. The clerk shall be responsible for scheduling the facility.

The Town of Hamilton will allow the following groups and organizations to be exempt from payment of the "use fee", subject to change at the discretion of the Town Governing Body:

1. Hamilton Volunteer Fire Department functions.
2. Boy and Girl Scout Clubs, and 4-H Clubs, provided the members participating are, in part, residents of the Town of Hamilton, and are under the supervision of leadership.
3. Public meetings where the interest of the residents of Hamilton is best served.
4. Charitable organizations whereby the whole community of Hamilton may benefit.
5. Use of the bathrooms for bike or foot races coming through the Town of Hamilton.

All others will be subject to the fees set forth on the fee schedule attached as Exhibit "B"; these fees may be changed from time to time without changing any other conditions or terms of this policy.

**A Rental Agreement Application (Exhibit A) must be filled out, providing the Name, Address and Phone Number of the responsible party, and specific use of the park. The person so named will be responsible for:**

- 1) Obtaining and returning the key,
- 2) Supervision of the function and participants,
- 3) Reasonable safety of the participants
- 4) Maintaining law and order
- 5) Arrange for and ensure that the premises are properly cleaned at the conclusion of the function or activity,
- 6) The person or organization using the facility or park shall be responsible for any damage to any furniture, equipment, or the premises during the event.

All individuals or organizations must fill out the Rental Agreement Application (Exhibit A). If the organization rental is ongoing the clerk may ask for updated information from time to time. **A copy of the Rental Agreement Application will be given to the renting party, and one kept on file.**

All groups using the park must agree to hold the Town of Hamilton harmless from all liability or expense (including expense of litigation) in connection with any such terms of actual or alleged injury or damage. Furthermore, the Town of Hamilton shall not be liable for lost, or damaged personal or organizational property being left at the facility.

Authorized use shall be limited to those events listed on the application

The party is responsible for removing their own garbage from the premises.

Alcohol may be consumed, no alcohol may be served to minors or persons visibly intoxicated.

Decorations or other special preparations that leave permanent marks or otherwise cause damage may not be affixed to walls or the floor.

All persons using the Park including the rental applicant and all guests must agree to hold the Town of Hamilton harmless for all liability or expense (including expense of litigation) in connection with any such items of actual or alleged injury or damage.

Furthermore, the Town of Hamilton shall not be liable for lost, or damaged personal or organizational property being left at the facility.

## **Exhibit B**

### **Fee schedule for rental of Hamilton Town Park**

Fee: \$50 nonresident \$25.00 resident

Refundable Deposit: \$200 or a credit card on file. Deposit will be refunding when keys are returned to the clerk and the park is checked by Maintenance.

**Garbage:** All garbage must be removed and placed at the dumpster across the street from the Town Park. **The fee to have Public Works remove the garbage for you is \$40.00. Clean up after yourselves.**



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### Exhibit A

## Rental Agreement and Application

### Hamilton Town Park

Date of Rental \_\_\_\_\_

Name of Person or Organization renting Park  
\_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Intended Use of Park \_\_\_\_\_

**DAY USE ONLY:**

Hours to be rented: FROM \_\_\_\_\_ TO \_\_\_\_\_

The renter agrees to all the responsibilities and conditions as stated in Resolution 2021-06 and Exhibit B of said resolution.

BY SIGNING THIS AGREEMENT, I AGREE TO THE TERMS SET FORTH:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME

<i>TO BE COMPLETED BY TOWN STAFF: Rental</i>	
Fee	_____
Clerk	_____
Public Works notified	_____
Fire Dept notified	_____
Mayor notified	_____
Keys to renter	_____
Keys returned to Hamilton	_____

