



FACILITY RESERVATION APPLICATION

Resident: Village of Essex Junction
 Non-Resident: Essex Town
 Non-Resident

APPLICANT'S NAME _____ DATE _____

ORGANIZATION NAME (IF APPLICABLE) _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE _____ E-MAIL _____

Sun Mon Tue Wed Thu Fri Sat
 DATE(S) RESERVED _____ DAY(S) RESERVED _____

RESERVATION START TIME _____ RESERVATION END TIME _____

DESCRIPTION OF ACTIVITIES: soccer game, birthday party, etc. _____

SPECIAL INSTRUCTIONS: room/field arrangement, number of chairs/tables, etc. _____

SPACE REQUESTED

MAPLE STREET RECREATION CENTER

Multi-Purpose Room Conference Room Lobby
 EQUIPMENT NEEDED: TV/VCR/DVD Screen & Projector Lectern w/microphone
 TABLE LAYOUT: U-Shaped Conference Tables Classroom w/tables Lecture (chairs only)
 Brief Explanation of Layout _____

FIELD

CASCADE: Baseball Field
 MAPLE STREET PARK: ADL Seman B-Field Lower Field Back Field
 FIELD LIGHTS/LINING: ADL Field Lights Baseball Field Lining Soccer/Football/Field Hockey Lining
 Lining Instructions _____

PAVILION

Cascade (seats 25) Maple Street Large (seats 75) Maple Street Small (seats 25)
 LIGHTS/ELECTRICITY: Lighting and/or electricity needed (Maple Street only)

POOL

Kiddie Pool Lap Lanes Diving Boards
 NUMBER OF PEOPLE: 1- 50 51-99 100-200

SKATEPARK & SKATEPAVILION

OFFICE USE ONLY Approved Entered into RecTrac Paid with: Cash Check VISA MC Discover Amount: _____



FACILITY RESERVATION TERMS & AGREEMENT

PARK RULES

- **Park hours are from 7am to 9pm**
- **No alcohol, tobacco, glass containers**
- **Dogs and other domestic animals shall not be allowed within the park boundaries**
- Motorized vehicles are not permitted in the park for any reason. Transporting equipment, goods, and/or people, is the responsibility of the user
- No unruly or uncooperative person will be permitted to remain within the parks and no person shall disturb the peace, endanger the public safety, use obscene or profane language, or prevent the use of the park by others
- No group or team may impose charges on persons or parties using the park or recreation facilities
- No products of any kind may be sold within the park boundaries without a special permit
- No camping or hunting shall be allowed within the park boundaries
- Fires shall be built only in a properly cared-for cooking unit or in grills provided in the picnic areas. No fire shall be left unattended

PAYMENT INFORMATION

- Payment can be made with cash, Visa, MasterCard, Discover Card, or a check payable to: Essex Junction Recreation and Parks
- Fees must be paid in full, at time of registration
- Refunds will be provided for cancellations made at least 2-weeks in advance
- Refunds will not be issued due to poor weather conditions
- Additional charges may apply if additional security, maintenance, custodial, or other staff or services are required
- Long-term, annual, seasonal, and league-use pricing will be quoted upon request

RENTAL INFORMATION

- Reservations must be made at least 24-hours in advance
- Rental time is from start to finish (should include set-up & clean-up time)
- Using any part of an hour constitutes an additional hour charged
- No furniture or equipment belonging to the Recreation Department will be moved without permission.
- No alterations to Recreation property will be permitted
- For all rentals a waiver must be signed in advance
- Certain rentals and/or activities may require proof of liability insurance

WAIVER AGREEMENT

I am fully aware of the risk inherent and hereby give my consent to use the parks and facilities offered by Essex Junction Recreation & Parks, and agree to hold harmless the Essex Junction School District, its employees, elected officials, or any volunteers or instructors from any and all liability from any injury, claims, costs or loss of services which might be incurred by using their parks and facilities.

ADA COMPLIANCE

We are committed to providing individuals with disabilities equal access to our parks, facilities, and programs. We are willing to make reasonable accommodations in our programs in order to include those needing assistance. If you have a disability requiring special accommodations please notify us at least two weeks prior to the event so that we can make the appropriate arrangements.

CONSENT

I hereby consent to and authorize Essex Junction Recreation and Parks the right to publish, reproduce and use for advertising or any other purpose, any photograph, video image, an audio recording or other likeness of my child, family, or group member.

I have read this document carefully and sign it voluntarily with full knowledge of its significance.

SIGNATURE

DATE