



# Reservation Policies

## **Shelters**

The Gardner Parks and Recreation Department strives to establish, preserve and manage public parks and facilities that offer a variety of leisure opportunities to benefit and enrich the quality of life for the people of the community.

Reservations can be made online or in person at the Parks and Recreation Customer Service. Reservations must be made and paid for 72 hours in advance. Reservations will not be accepted more than one year in advance of the exact date.

NO reservation will be made or accepted until it is entered into the computer by the Parks and Recreation staff, the Waiver of Liability is signed, and all applicable fees are paid in full. (Please note: No reservations will be made for park shelters after 12:00 p.m. on Fridays for the upcoming weekend. Staff needs adequate time to prepare shelters and be given assignments.)

All facilities are reserved on a first come, first serve basis. Once a request is submitted, the applicant should contact Gardner Parks and Recreation Customer Service to make their payment.

The person filling out the reservation agreement must be the responsible party for the function and must be present the day of the function.

## **Ballfields**

The Gardner Parks and Recreation Department requires a deposit, due at the time the reservation is made, of \$100 per date requested that is non-refundable but is transferable to the final bill.

Final invoice will be issued within 5 business days upon completion the event. Final payment will be due no later than 7 business days upon acceptance of invoice.

In the event of rain, the Gardner Parks and Recreation Department will work closely with the renting organization to get the event in as scheduled or with as little delay as possible. Options will be discussed prior to event if weather may appear to be an issue. In the case of a complete rain-out, deposits will be refunded 100%. In case of a partial rain-out, event will be billed based on how much of the event was completed.

The Gardner Parks and Recreation Department reserves the authority to cancel an event if weather conditions are poor or severe damage to playing fields will occur if event is played.

Once the event begins, if rain occurs and your organization wishes to purchase diamond dry, it can be purchased at \$10 per bag. There will also be a fee charged per man used to get the field(s) ready. This fee will be \$20 per man per hour.

Vendor fee is \$150.00 per vendor.

GPRD will provide a concession stand. Outside groups are not allowed to run their own concessions or sell any other items.

The organization hosting the event will need to supply proof of insurance to the City listing the City of Gardner as an additional insured.