



# Columbia City Parks & Recreation Department

## Park Usage Rental Agreement

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Please circle what the Park usage is for: Wedding      Birthday      Other \_\_\_\_\_

Morsches Park Reservation Date \_\_\_\_\_

Which area of the park would you like to rent?

Playground area      Pavilion by Splash Pad      Pavilion by Pond      Pond area  
Pavilion by Tennis courts      Soccer Field area

Time Event Begins \_\_\_\_\_ Time Event Ends \_\_\_\_\_

Please read and follow the instructions below.

### **Clean up rules and instructions**

1. Park hours 7am-11pm.
2. NO ALCOHOLIC BEVERAGES on Park premises.
3. Please remove any decorations.
4. Empty the trash containers and deposit them in any of the brown dumpsters in the Park.
5. Renters are responsible for supplying own tables and chairs.
6. Ask permission for tent set-up.

### **Please leave the Park in the manner in which you received it**

The Parks & Recreation Department reserves the right to charge for clean up costs associated with your failure to abide by the above stated rules and instructions.

I have read and will follow the above instructions and agree not to hold the Columbia City Parks & Recreation Department responsible for any damages or injuries to persons or property. I or the organization, which I represent, will take full responsibility for any damages or injuries to persons or property and lost or stolen items that occur during the use of the park.

Signature of person responsible \_\_\_\_\_ Today's Date \_\_\_\_\_

Cost is \$75.00. Non-Profit Groups cost \$55.00.  
Please make checks payable to  
City of Columbia City  
112 S. Chauncey St, Columbia City, IN 46725  
Phone: 260-248-5180 Fax 260-248-5183  
Office hours Monday-Friday 7am-3:30pm