



## Aurora Parks and Recreation Facility Rental Rates, Policies and Procedures

The following guidelines apply to Aurora Parks and Recreation facilities. Certain facilities may have additional rules and regulations that are specific to that area, and will be provided upon completion of the application process.

### Reservation Rates effective Sept. 15, 2008:

		Residents	Non-Residents	Security Deposit
Sunny Lake South End Pavilion (Boathouse)	Small Group (1-99 people)	\$85	\$110	\$50
	Medium Group (100 - 249 people)	\$275	\$345	\$100
	Large Group (250 - 499 people)	\$875	\$1,095	\$250
	Extra Large Group (500+ people)	\$1,500	\$1,875	\$500
Sunny Lake North End (Page Road) Pavilion	Small Group (1-99 people)	\$75	\$100	\$50
	Medium Group (100 - 249 people)	\$245	\$310	\$100
	Large Group (250 - 499 people)	\$775	\$970	\$250
	Extra Large Group (500+ people)	\$1,325	\$1,650	\$500
Gazebos	Wedding Photos only	\$0	\$0	\$0
	First Hour	\$25	\$70	R:\$25/NR: \$50
	Each additional Hour	\$25	\$35	
Ballfields	Field without Lights	\$0	\$20/hour	\$50
	Field with Lights	\$20/hour	\$40/hour	\$50

#### # of Items included in rental costs for Pavilions

	Staff	Portable Toilet	Dumpster
Small Group (1-99 people)	1	1	1
Medium Group (100 - 249 people)	2	2	1
Large Group (250 - 499 people)	3	3	2
Extra Large Group (500+ people)	5	5	2

### Sunny Lake Park Additional Options:

Fishing Boat Rental	4 hour rental	\$10	\$10	N/A
	All day rental	\$15	\$15	N/A
	Up to 10 fishing boats	\$200	\$200	N/A
Paddle Boat Rental	One hour	\$10	\$10	N/A
	Two hours	\$15	\$15	N/A
	Whole day per boat (max. 3 boats)	\$60	\$60	N/A
Boat Launch	Resident	Free	\$5	N/A

### Policies and Procedures:

- Aurora Parks and Recreation facilities are available for rent to corporations, organizations, schools, clubs and individuals, provided that such rentals do not interfere with regular scheduled programs or city sponsored special events. All rental requests are subject to approval by Aurora Parks and Recreation. The renter must be 21 years of age or older and must be present at the time of rental.
- Rental deposits are required in order to confirm the reservation. Rental fees are due in their entirety a minimum of six (6) months prior to the reservation date. Failure to remit rental fees will result in cancellation of the reservation.
- Aurora Parks and Recreation reserves the right to cancel, deny or modify facility usage to any group or for any program or purpose which presents a potential safety liability or which appears inappropriate or inconsistent with Aurora Parks and Recreation Department's mission statement.

4. Reservations are made by contacting Aurora Parks and Recreation and shall not be accepted less than 2 weeks or more than 1-year in advance, unless approved by Aurora Parks and Recreation. All event reservations can be made during normal office hours (Monday – Friday, 8 a.m. – 4:30 p.m.)
5. Aurora Parks and Recreation parks facilities are subject to construction, repairs and operational emergencies which may preclude use of a rental facility. Should such circumstances arise during a period when a rental has been scheduled, Aurora Parks and Recreation reserves the right to cancel said rental.
6. Requests for special equipment, electrical or set up needs must be included on the application and Aurora Parks and Recreation will determine if the request is appropriate and if an additional fee is required. The Parks Coordinator must approve the use of a generator if desired by renter for an event that requires additional electricity. The generator placement shall be indicated on the site plan.
7. The Permittee must obtain a Temporary Tent Permit from the Aurora Fire Department for tents in excess of 200 ft<sup>2</sup> and canopies in excess of 400 ft<sup>2</sup> (recreational tents open on all sides less than 700 ft<sup>2</sup> are exempt). Hay, straw, shavings or similar combustible materials shall not be located within any tent, canopy or membrane structure. Open flames and smoking is prohibited under the tent. To obtain a permit, the Permittee should provide the following information:
  - Name and address of company supplying tent
  - Size of tent
  - Copy of the non-flammability certification (compliance with NFPA 701)
  - Location and dates of tent erection
  - Check for \$25.75 made payable to the City of Aurora
8. Items distributed at an event and pre-event promotions (i.e. pamphlets, fliers, etc.) must be pre-approved by Aurora Parks and Recreation. Any promotion (fliers, pamphlets, advertising, etc.) of any activity at an Aurora Parks and Recreation facility or park must be approved in advance by Aurora Parks and Recreation a minimum of six (6) weeks prior to distribution. Any unauthorized promotion may result in cancellation of rental. Aurora Parks and Recreation reserves the right to edit any promotional copy. Contact the Planning, Zoning and Building Department (330) 995-5334 for information regarding permits for large signs and banners.
9. The City of Aurora has an exclusive vending contract with Pepsi Americas Corp. Any and all sales of soft drinks, water, juice drinks must be Pepsi products. No other types of soft drinks, water, juice drinks can be sold on City property.
10. Deposit and rental fees may vary by facility. Cancellation of a reservation within 30 days of rental date will result in loss of deposit. Cancellation within 7 days of a reservation will result in the loss of fees and deposit. Deposits will be refunded after inspection of the facility.
11. Decorations, entertainment and activities must be approved by Aurora Parks and Recreation. No decorations will be permitted where such decoration requires the use of tape, paste, glue, tacks or other materials that will in any way mar or damage posts, ceilings or fixtures or picnic tables. **All decorations must be removed by the end of the scheduled event.**
12. The renter agrees to bear all responsibility for damage or destruction to any Aurora Parks and Recreation property or that which is in care of Aurora Parks and Recreation (i.e. paddleboats). The renter will be invoiced for all damages that are in excess of the deposit. Payment must be received within 30 days from the date of the incurred damage. The deposit will be refunded after the event minus fees for any damages that are incurred.
13. Aurora Parks and Recreation reserves the right to monitor the sound level of music or other entertainment and may request control or elimination if volume poses a disruption to the park and/or neighbors. Permission to include music or amplified sound, using megaphones, as part of a special event may be given by the Parks and Recreation Department. Permittees should be sensitive to local residences when preparing sound equipment for the event.
14. Aurora Parks and Recreation does not provide storage for equipment or goods brought onto grounds for rentals and assumes no liability for lost, stolen, or damaged items. Set up of such equipment may begin at approved times for rentals. Earlier set up will be permitted only with advance approval, by the appropriate authorized personnel.
15. For large events over 250 people, the renter must provide a site plan 90 days prior to the event (45 days if the event is held annually and there are no changes from previous plans). Permittees applying for runs/walks must provide a route map for the park area to be used. The Parks Coordinator will review these site/route plans prior to application approval. The event site plan should denote locations of the following:
  - on-site cooking units
  - port-o-lets
  - first-aid station
  - additional fencing
  - dumpsters
  - any vehicles which remain as part of the event or displays
  - tents, canopies and stages

16. When scheduling an event, be sure to schedule ample set-up and takedown time. This time shall be arranged with the approval of the Parks Coordinator and shall be indicated on the permit. Clean up is the responsibility of the renter and must be completed within the designated time of rental. Containers will be provided by Aurora Parks and Recreation and all refuse must be placed in the appropriate containers on the day of the rental. Any clean up that is required by Aurora Parks and Recreation following the rental event will be deducted from the renter's deposit. Clean up charge is \$25 per hour with a one hour minimum charge. The Permittee is responsible for the removal of ALL garbage, litter and debris created by the event.
17. The renter assumes full liability for any and all damages caused by caterers, guests or subcontractors. For large events over 250 people, the Permittee must furnish proof of liability/damage insurance in the minimum amount of \$1,000,000 listing the City of Aurora as an additional insured under the policy. This policy must protect the City of Aurora, its officers, officials, employees and agents from any and all claims for damages to property and/or bodily injury which may result from or in connection with any of the operations carried on by the Permittee of the special or large group event.
18. Aurora Parks and Recreation reserves the right to require parks and/or public safety personnel at any rental of a parks facility. The following general guidelines for parks services may vary at the sole discretion of Aurora Parks and Recreation. Rentals will be evaluated on an individual basis. A review is required prior to approval and release of the permit if an event could create excessive traffic hazards or tie-ups, or require traffic or parking controls, or have the potential of creating a public safety hazard or be of such a size as to require further review.
  - Parks personnel will meet with the renter to introduce themselves and to discuss details and any specific concerns. Parks personnel will be responsible for the operation and repair of all mechanical systems: heating, plumbing, electrical, and lighting. Any problem should be reported to the parks attendant.
  - Permittee is responsible for providing adequate security for the event. Contact the Aurora Police Department at (330) 562-8181 for information.
  - The Aurora Fire Department may require the Permittee to develop a plan for provision of safety services, both for the participants of the event and for the persons directly or indirectly affected by the event. This plan must be reviewed and approved by the Aurora Fire Department before a permit can be issued. Contact the Aurora Fire Department at (330) 562-7171 for information.
19. Gazebos may be used for pictures on a drop in basis at no charge. You may call the Department and be placed on a phone list. If a paid rental of that gazebo occurs for the time you have planned, we will call you.
20. Athletic field lights must be turned off at the end of the play on each field. Lights must be turned off by 11 p.m. each night unless otherwise approved by the Parks and Recreation Director.
21. Cancellation of athletic field events during inclement weather: Due to inclement weather and poor field conditions and in order to ensure safety and protect field conditions, the Aurora Parks and Recreation Department reserves the right to deny athletic activity or event from playing and/or continuing on the reserved field. Groups can contact the Field Hotline at 330-655-6410 for field status.
22. The following items are **prohibited** on city property:
  - Open fires in City of Aurora parks except in park grill units.
  - The sale or consumption of alcoholic beverages (Ohio Revised Code 4301).
  - Vandalism or damage of property
  - Golfing in parks or ballfields
  - Bow fishing, swimming or wading in lakes
  - Unleashed dogs

**BRING YOUR PERMIT WITH YOU ON THE DAY OF YOUR EVENT!!!**