

Rental Rules and Regulations

FACILITY PERMIT/CLEAN-UP DEPOSIT

Facility reservations may be requested up to six(6) months in advance and are based upon availability. A clean-up/damage deposit will be required in order to reserve a facility. The balance of the rental fees should be paid in full not less than seven (7) days prior to the event. The Town of Medley reserves the right to retain a portion of the cleanup/damage deposit for events that are canceled due to circumstances beyond the Town's control. Failure to adequately clean the facility, damage to or loss of park property or violation of park rules will result in the loss of all of the deposit.

TABLES & CHAIRS SECURITY DEPOSIT

The Town of Medley reserves the right to retain the security deposit if rented tables and chairs are not returned by the following business day and in its original condition. Maximum rental of 10 tables and 60 chairs.

BOUNCE HOUSES AND SPECIAL EQUIPMENT

All vendors providing special services/equipment must provide the Town with a Certificate of Insurance specifically covering the date and facility in addition to naming the Town of Medley as "Additionally insured", prior to the event. Insurance must be submitted with application.

ACTIVITY

Any unusual equipment and/or activity must be approved by the Recreation Department and noted on the rental application form. All equipment must be delivered/removed within the rental period – no storage areas are available. Excessive amplified music or other loud noises which disturb other park patrons or adjacent property owners are prohibited. The time frame should not interfere with the Town's Lunch, Camp, and Afternoon Program or other Town Events. Applicant/Renter must remain at the rented location during the entire course of the event.

CONDUCT

Applicant/Renter must take all necessary steps to control all of their guests/participants/spectators. Any person(s) violating any of the Rules & Regulations contained herein, any Town ordinance, or other laws, or who are, in the opinion of the Parks and Recreation Department, constituting a public nuisance, potential hazard to the public or park property, or exhibiting disorderly conduct, may be expelled from the facility by Town of Medley Staff or Police Department. Parking on private property is prohibited.

SET UP/DECORATIONS

Decorations may be attached with MASKING TAPE ONLY. The use of staples, nails, tacks, etc. is prohibited. The rental period should include sufficient time for set-up of facility, conducting the event, and clean up of the facility to the satisfaction of the Recreation Department.

BEFORE/AFTER HOURS

Additional time required for any activity will be charged at the rate of \$20.00 per hour. All facilities/furniture/equipment must be returned to its original condition and be replaced in its original position if moved.

INTOXICANTS

No person shall use, possess or be under the influence of alcohol or drugs in any Town of Medley Facility.

SPECIAL REQUIREMENTS

Additional trash receptacles, cleanup crews, portable toilets, off duty police officers, insurance etc. may be required depending on the facility, number of attendees, nature of event or other miscellaneous conditions as determined by the Town.

PETS

With the exception of service dogs, pets are not permitted into or upon any Town park.

CANCELLATIONS AND REFUNDS

In order to be eligible for a refund, cancellations must be made in writing to the Parks and Recreation Department at least 3 business days prior to the event date. Refunds will not be issued due to inclement weather.

THE NON-COMPLIANCE WITH ANY OF THE ABOVE-STATED RULES MAY RESULT IN REVOCATION OF PERMIT, LOSS OF CLEAN UP/DAMAGE DEPOSIT AND REFUSAL OF ANY SUBSEQUENT PERMIT APPLICATIONS FOR A PERIOD OF UP TO ONE YEAR.