



**TOWN OF ST. JOHN  
PARKS & RECREATION DEPARTMENT**

9350 Hack St., Building 2 | St. John, IN 46373  
219-365-6236

**Park Pavilion Facility Permit Application Form**

CONTACT INFORMATION			
Name:		Today's Date:	
Group/Organization (if applicable):			
Are you a registered non-profit?		Yes    If Yes registration number:	
Address:	City:	State:	Zip:
Home Phone:		Cell Phone:	
Email Address:			

RENTAL INFORMATION		
Park:		Rental Date:
^Type of Event (list all amenities planning for the rental):		
* Estimated Attendance:	Start Time:	End Time:

\*Rentals must fill out Town of St. John Parks and Recreation Department Special Event form and get Park Department permission if anticipated attendance is more than 100 people.

^All third party vendors must submit a Certified of Insurance with listing the Town of St. John Parks Department as additional insured

PAVILION REQUESTED (circle or select one)		
Civic Park	Prairie West Park	
Schillton Hills Park	Homestead Acres Park	Larimer Park

RENTAL OPTION REQUEST (circle or select one)	
All Day Request (Available Times 10a-Dusk)	4 Hour Rental (Please call for available times)
Start Time (No earlier than 10am):	End Time (Park Closes at Dusk):



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Type	Standard	Non-Profit	Total
Park Rental (2204471)	\$100.00	\$50.00	
Security Deposit (2505990)	\$100.00	\$100.00	
<b>**TOTAL DUE</b>			

\*\*All payments will be made to the Clerk Treasure Office. Office hours are: Monday – Friday | 7:30 am – 4:30 pm

**INDEMNIFICATION & AGREEMENT**

I agree to indemnify and hold harmless the Town of St. John, its officials, agents and employees from and against any claim, action, demand or cause of action for personal injury, death, or damage to property arising from any negligent or unlawful act or the renter, its officials, agents, volunteers or employees. The indemnification provided for in this paragraph shall include, but not be limited to, judgment or settlement of such claim, reasonable attorney fees and expenses of litigation. This application is subject to the approval of the Park Superintendent based on availability.

I agree to abide by the park rules outlined in ORD 1154, 1171, 1488 and RES 80-05-12A, 89-3-16, 98-11-23 as well as the provided park pavilion rental rules and regulations.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY**

**St John Park and Recreation Department Park Pavilion Application Approval:**

Signature of the Superintendent of Parks and Recreation \_\_\_\_\_

Date \_\_\_\_\_

**Payment Information with Clerk Treasure Office**

Cash: \_\_\_\_\_ Check #: \_\_\_\_\_ CC: \_\_\_\_\_  
Receipt #: \_\_\_\_\_ Staff: \_\_\_\_\_ Date: \_\_\_\_\_

**Refund Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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*Park Pavilion Rental Rules and Regulations:*

1. *Park pavilion reservation is for the pavilion only subject to the prior approval of the Park Superintendent. Other areas of the park remain open for public use.*
2. *No nails, tacks, staples, glass, metallic or paper confetti, silly string, or similar items are to be used in park pavilions.*
3. *Charcoal park grills are available for use during your reservation. No additional grills are allowed in the park.*
4. *No additional canopies, awnings, tents, etc. are to be used or erected without prior consent and written approval from the parks department.*
5. *No excessively loud speakers or music bands are allowed without approval from the parks department.*
6. *Picnic tables are to be returned to their original positions.*
7. *Renters are advised to bring their own trash bags for excess trash. All trash is to be contained in one area near a receptacle.*
8. *All banners and decorations are to be removed at the end of the reservations.*
9. *Absolutely no parking, driving or unloading on the grass.*
10. *The parks are alcohol and drug free environments.*
11. *Refunds will not be issued due to inclement weather.*
12. *It is advised that you keep a copy of your reservation form with you at the time of your reservation.*
13. *If the pavilion is used in a manner not compliant with these guidelines, the town reserves the right to dismiss anyone from the premises. Those who misuse the facility may be subject to pay for damages and any other enforcement action taken by the town.*
14. *You can begin festivities at 10 AM (you can start setting up at 9am) and use the facilities until dusk. This will give us enough time to check for any damage done before or after your picnic as well as clean from the previous day's picnic.*
15. *The operation of miniature motor driven airplanes, rockets and/or automobiles is expressly prohibited unless otherwise permitted by the St. John Parks Department. The playing of golf and driving of golf balls is also prohibited.*
16. *Temporary structures (such as tents, "inflatables", dunk tanks, etc.), may be erected with prior department approval. Detail on the permit application if you plan on having any temporary structures. It is the permit holder's responsibility to have the company supplying any structures supply a certificate of insurance to the St. John Parks & Recreation Department naming the Town of St. John, Parks & Recreation Department as an additional insured at least 7 working days prior to erecting any structure. The Town of St. John, Indiana, and Department of Parks & Recreation are not responsible for damage to temporary structures occurring in any of the parks or for liability damage to persons, property or other as a result from same structures.*