

**CITY OF BRYAN  
PARKS & RECREATION DEPARTMENT  
FACILITY PERMIT  
P.O. Box 190, 1399 E. High Street, Bryan, Ohio 43506**

Telephone: 419-633-6030

Email parks-rec@cityofbryan.com

After Hours 419-553-6106

APPLICATION and PERMIT for use of Bryan Parks & Recreation Department Shelters, Pavilions, & Community Center

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY, STATE & ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Organization if Applicable \_\_\_\_\_

Date Desired \_\_\_\_\_ Facility Desired \_\_\_\_\_

Event/Activity Hours From \_\_\_\_\_ To \_\_\_\_\_ Number Expected to Attend \_\_\_\_\_

Purpose for which space is to be used \_\_\_\_\_

Who will be in charge of activity if other than listed above? \_\_\_\_\_  
Name Phone

Fee for facility rental \_\_\_\_\_

I, or the organization I represent, hereby agree to hold ourselves responsible for the supervision of the event, for the conduct of all persons present, and for any damage which may result to property. We agree to be responsible for all charges that may be made and release the City of Bryan from any liability for this use. We have read and concur with the conditions as outlined on the reverse side of this application.

**The City of Bryan Parks and Recreation Department will continue to follow the rules and regulations as set forth by Governor DeWine. It is the renters responsibility to see that all attending follow all COVID rules and regulations. Your enforcement of COVID rules and regulations during your rental are key to the Parks and Recreation Department being able to continue to rent facilities during the Pandemic. Contact the Parks and Recreation Depart with any questions or concerns. Thank you for your support.**

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

**Rates**

Shelter House

**Families/Churches**

\$40.00

**Companies**

\$50.00

Jaycee/Garver Shelter

\$30.00

\$60.00

East End/Roseland Shelter

\$25.00

\$50.00

Round Pavilions

\$15.00

\$15.00

Ice Rink

\$60.00

\$150.00

Community Center/Main Room

**Minimum/3 hours**

\$75.00

**4 hours**

\$100.00

**6+ hours**

\$150.00

Meeting Room

(upstairs)

\$15.00

\$25.00

\$35.00

**PARK OFFICIAL USE**

Amount: \_\_\_\_\_ Check #: \_\_\_\_\_ Cash: \_\_\_\_\_

Comments: \_\_\_\_\_

Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Terms and Conditions Applicable to Groups Using Any Facility or Equipment**

The Parks and Recreation Department reserves the right to terminate any rental requests or activities if any of the following terms and conditions are violated. Non-compliance with the terms and conditions will result in forfeiture of fees paid.

- All Fire Department regulations must be strictly observed.
- Smoking is prohibited in all buildings.
- Consumption or carrying of beer and/or alcoholic beverages is prohibited in all City of Bryan, Parks and facilities. Alcohol brought to any park is a misdemeanor crime.
- All city facilities and equipment used must be returned in the same condition as when rented. Costs of repairs must be paid by the User.
- The City is not responsible for items left at the building before or after the rental hours.
- Designated parking is available on premises. No parking or driving vehicles on grass or sidewalks.
- Renter is responsible for set up/clean up related to the event.
- Only table and floor displays can be used; **nothing should be affixed to doors, windows, ceilings, or walls. NO GLITTER OR CONFETTI IN THE COMMUNITY CENTER!**
- Remove all of your food items from the refrigerator and freezer.
- Put tables and chairs back as you have found them.
- All trash at the Community Center must be in bags and placed in or near the can at the West door.
- Amplified audio associated with any event is to be kept at a reasonable volume. The Parks and Recreation Department reserves the right to control audio level and can terminate the rental agreement if it believes the Renter's amplified sound volume is not in keeping with the intent of the established rental policies.
- Please remember that you are borrowing the building and that other people might be using it after you. Please respect it and leave it in the same condition as you found it.
- Facilities may not be used by commercial organizations and/or individuals seeking to make a profit or sell merchandise for personal gain.
- Gambling or other illegal activities are not permitted.
- No plants or flowers are to be picked or removed from the premises.
- The Renter assumes complete responsibility and liability for any and all claims, losses, damages, expenses, penalties, and judgments relating to or arising from the event. The Renter further agrees to save and hold harmless the City of Bryan from and against all claims, losses and liability arising out of damage to property; injury to or death of persons occasioned by or in connection with the acts or omissions of the Renter or of the Renter's agent; or the use of any motor vehicle or other equipment or property in connection therewith; and from and against all claims, losses and liability for costs, fees, and attorney expenses in connection and therewith.
- Live entertainment, inflatables, dunk tank, etc. must have prior approval by the Director of Parks & Recreation.
- Portable grills are prohibited inside the shelter house. Any cooking apparatus using bottled propane is not permitted inside the shelter house.
- Picnic tables must not be removed from the shelters.
- Put litter associated with your event in containers provided.