



Reservation Policies

Shelters

The Gardner Parks and Recreation Department strives to establish, preserve and manage public parks and facilities that offer a variety of leisure opportunities to benefit and enrich the quality of life for the people of the community.

Reservations can be made online or in person at the Parks and Recreation Customer Service. Online reservations must be made and paid for 4 days in advance. Reservations will not be accepted more than one year in advance of the exact date.

NO reservation will be made or accepted until it is entered into the computer by the Parks and Recreation staff, the Waiver of Liability is signed, and all applicable fees are paid in full. (Please note: No reservations will be made for park shelters after 12:00 p.m. on Fridays for the upcoming weekend. Staff needs adequate time to prepare shelters and be given assignments.)

All facilities are reserved on a first come, first serve basis. Once a request is submitted online, the applicant should contact Gardner Parks and Recreation Customer Service to make their payment.

The person filling out the reservation agreement must be the responsible party for the function and must be present the day of the function.

Ballfields

The Gardner Parks and Recreation Department requires a deposit, due at the time the reservation is made, of \$100 per date requested that is non-refundable but is transferable to the final bill.

Final invoice will be issued within 5 business days upon completion the event. Final payment will be due no later than 7 business days upon acceptance of invoice.

In the event of rain, the Gardner Parks and Recreation Department will work closely with the renting organization to get the event in as scheduled or with as little delay as possible. Options will be discussed prior to event if weather may appear to be an issue. In the case of a complete rain-out, deposits will be refunded 100%. In case of a partial rain-out, event will be billed based on how much of the event was completed.

The Gardner Parks and Recreation Department reserves the authority to cancel an event if weather conditions are poor or severe damage to playing fields will occur if event is played.

Once the event begins, if rain occurs and your organization wishes to purchase diamond dry, it can be purchased at \$10 per bag. There will also be a fee charged per man used to get the field(s) ready. This fee will be \$20 per man per hour.

Vendor fee is \$150.00 per vendor.

GPRD will provide a concession stand. Outside groups are not allowed to run their own concessions or sell any other items.

The organization hosting the event will need to supply proof of insurance to the City listing the City of Gardner as an additional insured.

Senior Building

Parks & Recreation staff must approve the use of the building as well as confirm that the date and time are available.

The facility contract must be signed by renter.

All fees must be paid in full which includes the rental fee and deposit fee.

Any individual or group wanting to charge admission for attendance to an event or sell an item or product must receive written consent from the Director of Parks and Recreation or their designee, and additional charges and fees may apply to the rental.

Reservations must be made 72 hours in advance of rental date.

Upon arrival at the Senior Building, it is the responsibility of the renter to do a thorough inspection of the building to look for any damage or unclean areas. If anything is discovered, please call the Parks and Recreation Customer Service Desk (913) 856-0936 and leave a message. If damage is not reported prior to the start of your reservation, your deposit may be subject to be withheld.

The deposit is refundable and persons who rent the building must allow up to two weeks for processing for the refund of the deposit if fees are paid with cash or check. If fees are paid with debit or credit card, please allow up to 3 days for processing the deposit refund. Senior Building key must be received back at the Parks and Recreation Customer Service office in City Hall to receive the deposit refund. Key must be returned within 72 hours of rental date.

Gardner Parks and Recreation Department reserves the right to forfeit the deposit and rental fee if the facility is not left to its requirements, damage has occurred, or any of the rules and regulations were broken.

Reservation cancellations must be made at least 48 hours prior to the rental date or the rental fee and deposit will be forfeited.

Reservations may only be made up to one year in advance and must be approved by Parks and Recreation staff.

Senior Center Policies

A complete list of policies are located in the Senior Center contract.

- Alcohol is not permitted.
- Decorations must remain on tables and not attached to any walls or tables with tape, glue or tacks, etc.

- Use of candles (except dripless, contained or battery operated), fog machines, glitter and confetti in any form are not allowed.
- Tables and chairs must be moved back to the standard arrangement of how they were found upon the start of the rental time.
- The renter must clear all tables of debris, pick up all trash, remove decorations and dispose of all food and trash. Also trash receptacles must be emptied in the trash dumpsters behind the building. Kitchen must be left in the order in which it was found and warming drawers must be turned off at end of rental.
- Items may not be stored at the building overnight or prior to a rental date and time.
- Renters may start their rental no earlier and end no later than the time and date agreed to in the contract.
- If the renter has not vacated the building at the end of their paid reservation time, Gardner Parks and Recreation will bill renter for the excess time at the rate of \$100/hour.
- The building key checked out to the renter must be returned to Gardner Parks and Recreation within 72 hours of the rental date.
- The person filling out the reservation agreement must be the responsible party for the function and must be present the day of the function.

Gardner Aquatic Center

The Gardner Aquatic Center is a great location for a birthday party, family reunion, staff retreat, or any fun occasion! We offer public and private pool party options to fit any age. Gardner Parks and Recreation accepts reservation requests for the season beginning in April of the current year. Reservations must be made 72 hours prior to rental date.

Individuals renting the pool must be at least 18 years of age and must be present during the entire reservation.

Reservations must be made a minimum of 72 business hours in advance.

Reservations are made on a first come first served basis.

Payment must be given at the time the reservation is being made.

Requested special circumstances must have the approval of the Director of Parks and Recreation.

Reservations intended for fundraising or to make a profit are not allowed.

Reservation cancellations must be made at least 48 business hours prior to the rental date.

If a reservation is cancelled due to reasons beyond the control of either party, such as inclement weather, it may be rescheduled or refunds will be given or pro-rated.

Renters are encouraged to call the Weather Hotline at 913-543-5305 to find out if the pool hours are being adjusted due to inclement weather. A manager will call if we have to cancel.

Renters are encouraged to have a copy of the reservation permit with them at the time of their reservation.

The group or individuals who have rented the Party Shelter must follow all established facility rules and laws, or the party may be cancelled and rental fees forfeited.

For Private Pool Parties, groups must stay within the maximum number of participants and within the boundaries of the rented space.

For Daytime Party Shelter Rentals, guests must pay the Daily Admission Fee (\$8.00) or enter by Pool Membership. Daily Admission Coupons can be pre-purchased at the Gardner Parks and Recreation Customer Service Center, located at 120 E. Main St, if the person making the reservation wants to pay for their guest admissions to the pool.

Individuals who have rented the Party Shelter are the only patrons allowed to bring in outside food and decorations into the facility. BBQ grills are prohibited. Use of a refrigerator must have prior approval by the Recreation Supervisor. Use of electricity must also have prior approval by the Recreation Supervisor.

Party Shelter must be left clean and in good condition.

All trash must be placed in trashcans located within the facility.

Concession stand will be open for Daytime Pool Party Rentals (1:00 p.m. to 8:00 p.m.) but will not be available for evening Private Pool Parties (8:00 p.m. to 10:00 p.m.) or morning Private Pool Parties (10:00 a.m. to 12:00 p.m.)

If the pool closes early, it does not mean that the party is automatically cancelled. A manager will call to confirm with the renter.

In case of inclement weather, reservations are able to be rescheduled. If the party begins and inclement weather develops, a partial refund will be given, which will be prorated by the amount of time remaining after the guests exit the facility.

All participants must be out of the facility within 15 minutes of the rental end time or will be charged the pro-rated fee for each additional 15 minutes that you are inside the facility.

Smoking and Alcohol are not permitted within the facility or on park ground