

Brimfield Township Parks and Recreation Policy 2018

- Brimfield Parks are public spaces available for the enjoyment of all community residents. Park areas are open for use from dawn to dusk every day of the year including holidays.
- Park areas in the Township offer a variety of picnic areas, playgrounds, sports fields, hiking trails, dog park, cross-country ski trails and sled riding hills. Picnic shelters and sports fields are available on a first-come basis unless the specific facility has been rented under the terms of this policy.
- To ensure fairness, no rental reservations will be taken prior to January 1st of a given year. Once the annual calendar is posted in the Town Hall Administration Office, reservations can be made during regular business hours, Monday through Friday between the hours of 7:00 a.m. and 3:00 p.m. All fees must be paid in full before the reservation is finalized and posted on the calendar.
- When a person, group or organization wants to ensure the use of a specific Township facility a rental reservation must be made at the Brimfield Town Hall. All rentals are on a first-come basis. Renters must be at least 21 years of age and have a valid vehicle operator's license to make a reservation. A completed *Rental Application and Liability Agreement* along with the required deposit and rental fee must be returned to the Town Hall Administration Office and paid in full before a reservation is complete. A verbal reservation is not valid. The renter must be in attendance during the rental period.
- Fees are based on the residency of the person making the reservation. So, for example, if a resident of Brimfield is making a reservation for a picnic pavilion, they will be charged the resident rate for the rental fee. Non-residents will be charged an additional \$10.00. Proof of residency is required.
- For rentals that require a deposit, the person or organization making the reservation shall be charged the full deposit amount. Once the rented facility has been cleaned and all keys returned, the facility will be inspected for damage and cleanliness before a determination is made to return the deposit. Any damage, cleaning fees or lost keys will be charged against the security deposit. Keys not returned within 48 hours of the rental period will be considered lost. If the cost to clean, repair or rekey a facility exceeds the security deposit amount, the responsible party shall be charged for the difference in cost. Security deposits must be in the form of a check, exact cash or money order only at this time.
- Firearms, alcoholic beverages and all tobacco products are prohibited in Township Parks, Township facilities and on Township property.

- Refund requests must be submitted in writing by the applicant to the Township Town Hall Administration Office 45 days prior to the scheduled reservation date.