

Town of Lyman Use and Rental Policy

The Town Council has the responsibility and authority to determine use of the facility known as the Lyman City Park by individuals and organizations. The Town deems it to be in the best interest of all concerned to establish rules and regulations governing the use, establishing a use fee, providing reasonable safety, defining the exemptions, and responsibilities of the park use. The Town of Lyman reserves the right and authority to deny any individual, group, or organization the use of the park. The park shall not be used for any illegal purpose. All laws, codes and regulations shall be obeyed.

The clerk shall be responsible for scheduling the park. Reservations can be made by contacting the town clerk.

Renters will be subject to the fees set forth on the schedule attached; these fees may be changed from time to time without changing any other conditions or terms of this policy.

A Rental Agreement Application accompanied by a key and/or damage deposit, must be filled out, providing the Name, Address and Phone Number of the responsible party, and specific use of the park. The person so named will be responsible for:

1. Obtaining and returning the key,
2. Supervision of the function and participants,
- 3.) Reasonable safety of the participants
- 4.) Maintaining order
5. Arrange for and insure that the premises are properly cleaned at the conclusion of the function or activity,
6. Turn off power box and water at the park, the person or organization using the park shall be responsible for any damage to any tables, equipment or the premises during the event.

All individuals or organizations must fill out the Rental Agreement Application. If the organization rental is ongoing the clerk may ask for updated information from time to time. A copy of the Rental Agreement Application will be given to the renting party and one kept on file.

All groups using the park must agree to hold the Town of Lyman harmless from any and all liability or expense (including expense of litigation) in connection with any such terms of actual or alleged injury or damage.) Furthermore, the Town of Lyman shall not be liable for lost or damaged personal or organizational property being left at the park.

Authorized use shall be limited to those events listed on the application

The party is also responsible for removing their own garbage from the premises. Garbage may be placed in the dumpster located at 8405 S Main (Lyman Town Hall).

Decorations or other special preparations that leave permanent marks or otherwise cause damage may not be affixed to walls or the floor.

Fee schedule
Nate Beasley Municipal Building,
City Park, and Table and Chairs

Municipal Building Deposit Fee: **\$25.00** when key is picked up.
Refund when key is returned and all rules are complied with

Rental of Municipal Building	2 to 4 hours	\$ 25.00
	5 to 8 hours	\$ 50.00
Commercial Activities	8 to 12 hours	\$125.00

Town Park Deposit Fee: **\$25.00** when key is picked up
Key is for power and water.
Refund when key is returned and all rules are complied with.

Rent of Park	Residents of Lyman	\$25.00
	Non Residents and groups	\$35.00

Deposit Fee: **\$25.00** when key is picked up

Tables \$ 5.00 Each **Chairs \$ 1.00 Each**

Refund when key is returned and tables and chairs are returned and inspected.

Rental Agreement Application
Lyman City Park

Date of Rental _____
Name of Person or Organization renting park _____
Address _____ City _____ Zip _____
Phone # _____ Cell _____
Intended use of
park _____

Hours rented from _____ to _____

Deposit Fee: \$25.00 when key is picked up refunded when key is returned and all rules are complied with.

Rental fee \$ 35.00 non resident \$25.00 resident

The renter agrees to the following responsibilities and conditions:

Shut off power and lock box, lock water hydrant, and remove garbage.

**Garbage may be placed in the dumpster located at 8405 S Main St (Lyman Town Hall)
NOT THE DUMPSTER BEHIND THE FIRE HALL**

If arrangements are made with the clerk the key may be returned to the drop box located at 8405 S Main St

IF ANY OF THESE RULES ARE NOT COMPLIED WITH IT MAY RESULT IN A LOSS OF THE DEPOSIT FEE.

BY SIGNING THIS AGREEMENT I AGREE TO THE TERMS SET FORTH:

Signed _____ Date _____
Clerk _____

Special notes _____

