

Spring/Fall Session Rentals:

Payment Policy:

- Following the confirmation of your requested practice session, a signed agreement and Full payment will be required to confirm all reservations. Cash, check or credit card will be accepted for rental fee payment. Checks are to be made payable to *City of Windsor Heights*.
- The Field Coordinator will process and approve all session requests.
- A driver's license must be presented for rental reservation and verification for a Windsor Heights Resident.
- All rental fees are non-refundable, excluding cancellations specific to weather. If reimbursement for inclement weather is required, Windsor Heights will process this payment directly following the completion of the rental period. Cancellation process must be followed to consider reimbursement. (*Note: Weather related cancellation policy stated below.*)

Reservation Change/Cancellation Policy:

- All reservations are received on a first come basis and processed accordingly.
- If inclement weather requires the renter to cancel a session rental, the renter is required to notify the field coordinator within 24 hours of the cancelled date @ 515-645-6821. When appropriate notification is given, the renter may reschedule to an available time or the renter may be reimbursed for the cancelled hourly rate.
- The City of Windsor Heights will not be responsible for weather related cancellations, unless specific to field conditions.
- All reimbursements will be made following the final rental date.

Damage Deposit Required:

- A damage deposit of \$100, (*a separate check not to be included in the rental fee payment*) will be required on every rental and will be due no later than 15 business days prior to the rental date.
- The damage deposit check will be returned/or shredded if the field and facility are left in satisfactory condition or in the event the Department must cancel the field rental due to uncontrollable circumstances.
- The undersigned will be held responsible for any damages caused to facilities and will be charged at the rate of 1.5 times the employee's hourly rate for time required to repair, clean up, etc. Minimum charge of \$50 per hour.

Alcohol Policy:

- It is unlawful to dispense or consume all alcoholic liquor, except single-serve beer and wine coolers, within or about any rental facilities under the authority of the City of Windsor Heights Park and Recreation Department. No keg beer is allowed per city of Windsor Heights ordinance. All such items will be confiscated.

Noise Policy:

- Amplified and/or loud music will not be allowed. Complaints of amplified or loud music will result in the renter's immediate removal from the facility.

The renter shall indemnify and hold harmless the City of Windsor Heights, its officers, agents and employees, from and against any and all loss, liability or damage arising out of renter's use of the facility, including all costs, expenses and attorney fees incurred in defending any claims arising out of the use thereof, except to the extent that the injuries or damages resulting in such losses or liabilities arise by reason of the negligence of the City of Windsor Heights, their successors or assignees.

The renter takes the facility as renter finds it and voluntarily assumes all risk of loss, damage, or injury (including death), that may be sustained by renter or any property of any of the undersigned while in, on or upon said facility.

The renter shall fully comply with all applicable state laws, City ordinances and rules applicable to the use of the facility. Smoking is prohibited on playgrounds and in park shelters located on City property, including adjacent areas within 50 feet of playgrounds and park shelters (in compliance with the Iowa Smoke free Air Act).

- *The City of Windsor Heights reserves the right to cancel/reschedule the rental due to inclement weather or poor field conditions.*
- *The City of Windsor Heights reserves the right to refuse the rental of the facilities.*
- *The renter shall be responsible for any and all damage to the facility occurring during the term of the rental.*

THIS RESERVATION IS NOT CONFIREMD UNTIL COMPLETED FORM AND PAYMENT RECEIVED.

Renter's Signature _____ Date _____