



Crown Point Parks And Recreation

Facility Permit

Office Use Only

Date of Application: _____

Staff Initials: _____

DL or State ID#: _____

Receipt Number: _____

Permit Holder: _____ Address: _____

City: _____ Phone Number: _____

Facility Location: _____ Event: _____

Event Date(s): _____, 20____ Day(s): _____

Time: Start _____ a.m./p.m. End at _____ a.m./p.m. Electricity: Yes / No

No. of People: _____ Tables: _____ Chairs: _____ Room Style (see reverse side of options): _____

\$ _____ Base Rate

Special Instructions below:

\$ _____ Additional Hourly Rate

\$ _____ Security (if applicable)

\$ _____ Other

\$ _____ Tax (if applicable)

\$ _____ Total Due

Crown Point Parks And Recreation Department Facility Permit General Terms and Conditions:

- Deposit of \$50.00 in the form of a check needs to be submitted to hold the room. If any damage done to the room during the rental the Parks Department will deposit the check to cover the fee of damages. If NO damage done to the room the check will be destroyed.
- FULL Payment of rentals are due at the time of booking.
- The Permit Holder (individual or organization representative) must be present during the entire activity for which the permit was issued. This includes signing in and out of the Room Condition Report with a valid state- issued photo ID.
- The Permit Holder must be in physical possession of the signed permit/contract at all times during the activity for which the permit was issued.
- The Permit Holder shall, upon request of any authorized CPPR Official, present proof of a valid facility permit.
- CPPR reserves the right to limit the number of participants or spectators in order to properly maintain and control all CPPR facilities.
- CPPR shall, in sole discretion, designate the facilities to be issued pursuant to permits issued. CPPR will attempt to honor specific facility requests, when possible.
- All functions conducted in CPPR facilities must be in accordance with CPPR rules, regulations, and ordinances, and therefore, any violation of the aforementioned (CPPR rules, regulations, and ordinances) may result in revocation of the permit.
- Rules and regulations are subject to change without notice.

Agreement: By submitting this form with my signature, I certify that I agree to follow the guidelines and policies set forth in the facility permit. I understand permission to use the facilities may be revoked if there is a violation by myself or any member of my party to these rules and policies. It is fully understood and agreed by the parties that the Permit Holder guarantees to defend, indemnify and hold harmless the Crown Point Parks and Recreation Department, its employees, volunteers, and agents against any and all liabilities, claims, damages, losses, costs and expenses (including attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this agreement. I may be held financially responsible for any/all damages accrued during my rental period. I may also be hold financially responsible for late check-out (going over the allotted time contracted in the facility permit.). Any additional money owed will result in the responsible person being billed. In addition, excessive damage or failure to pay money owed may result in refusal of services for future room reservations and/ or legal action.

Signature of Responsible Person (Permit Holder): _____ Date: _____

GENERAL PARK RULES:

All Parks: The City of Crown Point prohibits the following by ordinance in all park areas: advertising, alcohol,/drugs, archery, ATV vehicles, camping/sleeping, defacing park property, destruction of landscape, disorderly conduct, dumping/littering, firearms, fireworks, gambling, glass containers, golfing, harassing wildlife, horses, metal detectors, mopeds, motor vehicles, open fires, overnight parking, snowmobiles, soliciting, and swimming. Pets must be on leash at all times and owners are responsible for handling pet waste. Rentals must be vacated from premises in compliance with scheduled park hours. Tennis courts are for tennis use only. And pickleball courts are for pickleball use only. Please notify CPPR at 219-661-2271 for violations of park policies or if you notice a park facility in need of repair.

Bulldog Park:

General Event policies: Room rentals include (depending on availability): tables (set-up), chairs (set-up), and garbage cans. Set-up and clean-up time must be included in rental time paid for. All event deliveries must be received by the organizer. The Crown Point Parks and Recreation Staff or volunteers cannot be responsible for receiving or holding deliveries. Rentals must be vacated from the premises in compliance with scheduled building hours. Permit holders must check-in at the Bulldog Park front office with photo identification and permit before entry to rental rooms.

Room Set-Up Options: The style of the room set-up must be included with the facility permit. You may choose from the following styles: meeting, registration, banquet, dancing, classroom, or performance. All other styles must be drawn and attached to the permit.

Furnishings and Property: Crown Point Parks and Recreation property must remain in the rented space. All personal property of those using the facility must be removed from the facility upon termination of use. Outside tables and chairs are not permitted in rooms.

Food and Beverages: Pre-prepared food and non-alcoholic beverages are allowed in rented rooms. No cooking or food prep in the rooms unless rented room with kitchen.

Alcohol: Is permitted in rented rooms with 30 days' notice of reservation and provided by the facility. An additional \$50.00 per hour is required for all events having alcohol to cover security (two Crown Point off-duty officers).

Music: Bands and DJ's are NOT permitted. If you wish to bring a CD player or Bluetooth speaker we ask that you keep the volume at a respected level to not disturb other rooms being rented.

Decorations: All decorating set-up and clean-up must be done within the time frame of the rental and arrangements must be completed by the responsible person. No tape or nails on walls, ceiling panels, doors, or windows. **NO GLITTER, NO CONFETTI, and NO SILLY STRING.** We suggest using sticky-tack or free-standing decorations such as cardboard cut-outs, balloon bouquets or floral/decorative centerpieces.

Guests are the responsibility of the person named on the facility permit. Guests are required to follow the facility permit policies. The person named on the facility permit will be held responsible for the actions of guests who create a disturbance or damage to any Crown Point Property. No minors (under 18) will be permitted to use the building unless an adult supervisor is present during the entire rental. If there are minors at the function, they must be supervised and controlled. The permit holder and guests are expected to stay in the immediate area of the room they are renting. Permission to use the facilities may be revoked if any guest fails to comply with the facility permit rules and policies.

Parking: Please advise guests that Bulldog Park offers limited parking. Crown Point Parks and Recreation is not responsible for vehicles parked in the lot or on the street. Do not block driveways (residents or businesses), park in fire lanes, or park in handicap spots without proper decal.

Prohibited Items: No drugs, tobacco, or firearms are permitted on the premises. Violation may result in immediate arrest/conviction.

Safety and Security: No candles or open flames used for heating food. All exits must be kept clear of debris, chairs, and other obstructions that would be considered fire hazards. Crown Point Parks and Recreation is not responsible for any lost or stolen items. In case of an emergency, contact the Crown Point Police Department 219-663-2131 or 911. Any injuries incurred on premises should be reported to the Building Supervisor on duty.

Room Capacities: Downstairs: 1B (60), 1A (Kitchen) (50), 1A & 1B (110). Upstairs: 1B (65), 1A (Kitchen) (55), 1A & 1B (120).

Additional Charges or Penalties: Rooms must be left in the same condition as before the event. Please clean-up after your event to avoid cleaning charges. All trash must be placed in receptacles. Damages: cost of repair, including labor, material, and staff time may be the responsibility of the renter. Events going over rented time will be charged accordingly.

Novel/Corona/Covid-19—Participant knows and assumes personal risk of coming into contact directly or indirectly with individuals who have been exposed to and/or diagnosed with one or more communicable diseases including but not limited to Covid-19 and any of its mutations or other medical conditions and/or diseases. It is impossible for the City of Crown Point and its entities to completely eliminate the risk that participant can become exposed or infected through contact with or within proximity to any individual with a communicable disease. Participant will render the City harmless to any and all claims with respect to any and all personal injury/illness/death regardless of negligence or otherwise.

Refund Policies: (NO refund given if cancellation is made within 7 days of rental)

Community Rooms: Will refund 80% of the fee less than 30 days before the rental. All refunds may take up to 6 weeks. Refund checks will be mailed following the City Council Meeting. Absolutely NO CASH refunds will be issued. **NO EXCEPTIONS.**