



Village of Swansea

Request to Reserve Park Facilities

Renting any of the facilities for a wedding will require a minimum of 3 days, day before and after, with one deposit.

ON RESERVED DATE
Mon. thru Fri. Rentals—
 Only the Renter may PICK UP KEY at the **Government Center** (8:00 am to 4:30 pm.)
Sat. & Sun. Rentals— Only the Renter may PICK UP KEY at the **Police Department** (After 8:30 a.m.)

<p>Date of Event: _____</p> <p>Time: _____</p> <p>Type of Event: _____</p> <p>Contact Person: _____</p> <p>Address: _____</p> <p>Phone: __ (____) _____</p> <p>Alcohol Present: Yes _____ No _____</p> <p>If alcohol will be present, please select one of the following: How many people in party ? _____ 50 or more _____</p> <p>Please provide a copy of your Swansea Driver's License or State I.D. Card with this completed form and check or cash for the total amount due.</p>	<p style="text-align: center;">Facility Requested</p> <p><input type="checkbox"/> Pavilion # 1 (Mel Price)</p> <p><input type="checkbox"/> Pavilion # 2 (Mel Price)</p> <p><input type="checkbox"/> Pavilion # 3 (Mel Price)</p> <p><input type="checkbox"/> Norman Lehr Center</p> <p><input type="checkbox"/> Thompson Civic Center (No Bands, DJ's or live music allowed)</p> <p><input type="checkbox"/> Pavilion A (Schranz)</p> <p><input type="checkbox"/> Pavilion B (Schranz)</p> <p><input type="checkbox"/> TWM Center</p>
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FOR OFFICE USE ONLY		
<input type="checkbox"/> Norman Lehr Center Rent: <u>\$100.00</u>	Deposit Fee: <u>\$125.00</u>	Total: <u>\$225.00</u>
<input type="checkbox"/> Thompson Civic Center Rent: <u>\$150.00</u>	Deposit Fee: <u>\$200.00</u>	Total: <u>\$350.00</u>
<input type="checkbox"/> Thompson Civic Center (with kitchen facilities) Rent: <u>\$200.00</u>	Deposit Fee: <u>\$300.00</u>	Total: <u>\$500.00</u>
(No Bands or DJ's Allowed to play music at the Thompson Center)		
<input type="checkbox"/> TWM Center Rent: Resident <u>\$100.00</u>	Deposit Fee: <u>\$150.00</u>	Total: <u>\$250.00</u>
(NO AIRCONDITIONING) Non-Resident <u>\$150.00</u> Deposit Fee: <u>\$150.00</u> Total: <u>\$300.00</u>		
<input type="checkbox"/> Resident Pavilion Rental Fee: <u>\$25.00</u>		
<input type="checkbox"/> Non-Resident Pavilion Rental Fee: <u>\$50.00</u>		
Cash _____ Ck# _____ Credit Card Type _____ By: _____		
<input type="checkbox"/> Reservation Cancelled By: _____ Date: _____		
<input type="checkbox"/> Deposit Returned _____ Ck # _____		

APPROVED

Date: _____

By: _____

Agreement Between Renter and Village

To: Norman Lehr Community & Thompson Civic Center / TWM Center and Pavilion Renters

The Village of Swansea is pleased to offer Swansea residents the opportunity to rent the facilities at Melvin Price Park and Schranz Park. The Board of Trustees has considered and established reasonable rates for using the Norman Lehr Community Center, the Thompson Civic Center and the TWM Center in part due to residents taking responsibility for cleaning up the facilities immediately after use.

In an effort to keep these fees as low as possible, this notice serves as a reminder and an agreement that the Norman Lehr Community Center, the Thompson Civic Center, and TWM Center must be cleaned to the Village's specifications prior to returning the key to the Government Center during regular business hours between 8:00 a.m. and 4:30 p.m., or after hours and before midnight to the Police Department.

1. I acknowledge receipt of the alcohol (page 3) and park (pages 4 & 5) regulations. Initial (_____)
2. I will observe all the rules and regulations. Initial (_____)
3. I will make sure the area I am reserving will be left in good condition at the time of departure. Failure to do so will result in forfeiture of my deposit. Initial (_____)
4. I agree I will be present at least 30 minutes prior to the start of the event, present for the entirety of the event and present at least 30 minutes after the event or whenever the last person leaves the area/facility I have reserved, which ever happens first. **Facility must be clean and vacated by 10:00 p.m.**
Initial (_____)
5. I further agree that **should I not** leave the area/facility I have reserved in the same condition in which I found it, that I agree to pay the Village of Swansea all costs incurred by the Village for the repair or replacement of any part of the area/facility I have rented that is not returned to the Village in the same condition in which I found it. Initial (_____)
6. I understand the costs incurred by the Village for the repair or replacement of any damaged part of the area/facility I have rented will include legal expenses incurred by the Village should the recoupment of the costs require the Village to pursue legal action. Initial (_____)
7. I acknowledge the closing time for Village parks and the Lehr, Thompson & TWM Centers is 10:00 p.m.
Initial(_____)
8. I understand that at any time during my use of the park facilities, the Police have the authority to check that my guests and I are complying with the rules of the parks, and the laws of the Village. Initial (_____)
9. I understand that the area/facility should be **cleaned, vacated and locked by me no later than 10:00 p.m.**, and that the key must be returned to the Police Department before midnight of the reserved date.
Initial (_____)
10. I understand a minimum 30 day notice of cancellation is required or rental fee will be forfeited.
Initial (_____)
11. I will not charge a fee to anyone to enter the area/facility during my use. Initial (_____)
12. I acknowledge and understand that NO BANDS or DJ's are allowed to play music at the Thompson Civic Center.(_____)
13. I will not charge a fee to obtain food or beverage at the area/facility during my use. Initial (_____)
14. **Read and initial only if renting the Lehr, Thompson or TWM Centers.** I understand my deposit will be refunded to me by check in 3-4 weeks after use. Initial (_____)
15. **Read and initial only if renting the Lehr, Thompson or TWM Centers.** I understand I must pick up the key for the building **ON THE RENTAL DATE** at the Swansea Government Center, if the rental date is Mon. thru Fri., between 8:00 a.m. & 4:30 p.m., or at the Police Department after regular business hours or on weekends (open 24 hours a day, 7 days a week). I am responsible for the safekeeping of the key, and I must return the key to the Government Center during regular business hours, or to the Police Department before midnight on the rental date by delivering it to the telecommunicator on duty. Initial (_____)

Signature

Date

Alcohol Consumption at Village Parks and Facilities

The possession and consumption of alcoholic beverages are permitted within the parks and in the Norman Lehr Community, Thompson Civic Center and TWM Centers with the following exceptions:

- On or within 30 feet of a playground
- On or within 30 feet of the Schranz Park Splash Pad
- On or within 30 feet of the out field lines of any sports field or court during any game or practice session of any sport team(s) in which the players are under the age of 21.
- Within the enclosed area of the Dog Park
- When a group of more than 50 persons gathers, except by permit approved by the Swansea Park Board 30 days in advance; the group must present an insurance certificate or indemnity bond protecting the Village of Swansea from liabilities of any kind or from loss or damage

If a group of more than 50 persons wishes to consume alcoholic beverages, you must submit to the clerk at the Village Government Center an insurance certificate or indemnity bond with the [Request to Reserve Park Facilities](#).

Please be aware that at any time, the Police have the authority to visit any park event to ensure the compliance to all park rules and Village laws.

Swansea Municipal Code, Section 6-216, Paragraph Q

Rules and Regulations for the Use of Swansea's Norm Lehr Community, Thompson Civic & TWM Centers



- 1) You provide one payment for \$225.00 when you reserve the Lehr Center. The rental fee of \$100.00 is used to offset the cost of utilities and maintenance of the building. The remaining \$125.00 is your security deposit and will be returned by mail within three to four weeks after inspection of the Center, providing the facility has been thoroughly cleaned and there is no damage to the building. You provide one payment for \$350.00 when you reserve the **Thompson Center** with **no kitchen privileges**. The rental fee is \$150.00 and the remaining \$200.00 is your security deposit and will be returned by mail within three to four weeks after inspection of the Center providing the facility has been thoroughly cleaned and there is no damage to the building. You provide one payment for \$500.00 when you reserve the **Thompson Center** and intend to **use the kitchen facilities**. The rental fee is \$200.00 and the remaining \$300.00 is your security deposit. The fee for the TWM Center for residents is \$250.00, the rental fee is \$100.00 and the security deposit is \$150.00. For non-residents the cost is \$300.00, the rental fee is \$150.00 and the security deposit is \$150.00. **A 30 DAY NOTICE OF CANCELLATION IS REQUIRED.**

- 2) **You (the renter only) may pick up the key** from the Government Center if your rental is Monday through Friday, 8:00 a.m. to 4:30 p.m., or after regular business hours at the Police Department **on the date of your reservation**. The person making the reservation is responsible for any damage to the reserved facility and for the return of the key and equipment to the Police Department. Damages and lost items will result in loss of deposit and the potential of additional charges to cover replacement costs. **NOTHING IS TO BE ATTACHED TO THE WALLS. YOU WILL BE RESPONSIBLE FOR ANY DAMAGE.**

- 3) No bands, DJ's or live music allowed to play at the Thompson Center at Melvin Price Park.

- 4) Upon leaving the facility, it is also the responsibility of the person making the reservation to assure that all doors are locked and to assure that the key and any equipment checked out from the Village is returned to the Government Center during regular business hours or the Police Department after hours, on the date reserved. The Police Department is open (24 hours a day, 7 days a week).

- 5) You are expected to clean the Norm Lehr Community and Thompson Civic Center after its use. The following items are provided in the building to help do so: Broom and dustpan, wet mop, wringer bucket, floor cleaner, and dish detergent. Use the following checklist for cleaning the Centers after each use:

Kitchen	<input checked="" type="checkbox"/>	Main Area	<input checked="" type="checkbox"/>	Both Bathrooms	<input checked="" type="checkbox"/>
Empty Refrigerator & Freezer of all foods, ice, etc.		Return all tables & chairs to original positions. A diagram is provided at the Center.		Wipe down sinks	
Wipe countertops & sink		Wipe down all tables		Empty trash cans	
Mop floor		Mop floor		Mop floors	
Clean Stove (If used)		Sweep or shake rugs		*****	
Remove all belongings from coat rack and shelf		Empty all trash cans and deposit trash into outside dumpster		*****	

*** TWM Center must be clean and clear of all trash, and in condition to be immediately used by the next renter.

- 6) Be sure to take all belongings with you. Do not leave any food in the refrigerator.

- 7) Deposit all trash in the container outside the building.

- 8) **If you should arrive on the date of your reservation and find any damage in or around the building, call the police dispatcher on the non-emergency line, 233-8114, and report the damage prior to using the facility. A Police Officer will then investigate and note any such damage.**

General Park Regulations



**Park hours: April 1st through October 31st - 6:00 a.m. until 10:00 p.m.
November 1st through March 31st - 7:00 a.m. until 6:00 p.m.**

**PAVILIONS MAY BE RESERVED AT THE GOVERNMENT CENTER,
MONDAY THROUGH FRIDAY FROM 8:00 A.M. UNTIL 4:30 P.M.**

It is unlawful to allow:

- Destruction of any plant, animal, or trees on Park property.
- Littering or depositing of trash unless it has been generated through the use of the Park. Proper receptacles provided must be used.
- Fires unless built in pits or grills provided for that purpose.
- Structure damage, removal, or climbing on any building, shelter or pavilions.
- Conduct which is disorderly or disturbs the peace of others.
- Animals that are not leashed and/or under control at all times. No animal may defecate on Park property. Feces must be removed immediately from the area.
- Activities such as flying model planes, golf practice, sledding, games, and picnics except in locations designed for those activities.
- Use of inflatable bounce houses or bounce equipment unless pre-approved for Village Special Events.
- Operation of all moving vehicles anywhere except on streets, driveways, or parking lots.
- Signage of any kind to be erected in any manner on Park property or roads adjacent to the Park.
- Intoxicating beverages of any kind without a special permit from the Village, except under certain circumstances. Call the Government Center for details.
- Firearms, propelling device of any type on Park property.
- Activities held for the sole purpose of advertising any product, goods or services, or for private profit.

Reference Chapter 6 of the Swansea Municipal Code for Specific Rules.

Anyone found guilty of violating said Ordinances is subject to a fine of up to \$500.00.

