

Brimfield Township Parks

Standard Operating Policy

January, 2016

Park Rental Policy

Resolution # 2014-019

- 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, except for the Community Room at the Brimfield Town Hall Administration Office. The Community Room is available for rent from 9 a.m. to 9 p.m. 7 days a week, except holidays.
- Park areas in the Township offer a variety of picnic areas, playgrounds, sports fields, hiking trails and sled riding hills. In most cases 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.
- 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 reservations will be documented in writing and signed by the appropriate Township Official. A verbal reservation is not valid.
- 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 8:00 a.m. and 4:00 p.m. All fees must be paid in full before the reservation is finalized and posted on the calendar.
- 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 the non-resident rate. 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 or money order only. No cash or credit cards accepted.
- 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. The renter must be in attendance during the rental period.