



Rental # _____

City of Highland Pavilion Rental Request

Name of Applicant: _____
 Name of Organization/Team (if applicable): _____
 Address of Applicant: _____
 Phone Number of Applicant: Home _____ Cell _____ Work _____
 Date(s) Requested: _____
 Hours Requested: ___ ALL DAY ___ AM/PM Approximate Number of Guests _____

~ In the event that a substantially higher number of guests attend, staff has the right to assess additional fees.

*** Forms must be completed and deposits must be received prior to confirming your reservation ***

Resident Rates:

Fees & Security Deposit: A security deposit is required for anyone requesting a reservation for any park pavilion or group picnic area. For anyone wishing to reserve a pavilion or area, the department strongly recommends that you contact us at 654-6071 to verify the status of a particular pavilion or picnic area on a specific date.

1 - 50 Guests: \$25 **51 - 100 Guests: \$25** **101 - 150 Guests: \$25**

Security Deposit \$25 Numbers over 150 persons, approval must be granted by the City Council

Pavilions requesting electric should add an additional \$10.00 to the established user fee.

Non-Resident Rates:

Fees & Security Deposit: A security deposit and fee are required for anyone requesting a reservation for any park pavilion or group picnic area. For anyone wishing to reserve a pavilion or area, the department strongly recommends that you contact us at 654-6071 to verify the status of a particular pavilion or picnic area on a specific date.

1 - 50 Guests: \$50 **51 - 100 Guests: \$100** **101 - 150 Guests \$200**

Security Deposit: \$100 Numbers over 150 persons security deposit is \$250 and be approved by the City Council

Pavilions requesting electric should add an additional \$10.00 to the established user fee.

Park Shelter Requested (Check One)

PARK	DESCRIPTION	Select One	Lights	Restroom	Grills	Electric	Playground	Tables
Gliik Park	Jaycee Pavilion #1 (Playground)	<input type="checkbox"/>	Yes	Yes	No	Yes	Yes	4
	Pavilion #2 (Concession area)	<input type="checkbox"/>	Yes	Yes	No	Yes	Yes	14
Silver Lake	Moose Pavilion #1 (V-Ball Court)	<input type="checkbox"/>	Yes	Yes	Yes	Yes	Yes	8
	Jaycee Pavilion #2	<input type="checkbox"/>	Yes	Yes	Yes	Yes	Yes	8
	Pavilion #3	<input type="checkbox"/>	No	Nearby	Yes	No	Nearby	4
	Roland Harris Pavilion #4	<input type="checkbox"/>	No	Nearby	Yes	No	No	4
Spindler	L.G. Gerry Beaird Pavilion #5	<input type="checkbox"/>	No	Nearby	Yes	No	No	4
	Playground Pavilion	<input type="checkbox"/>	No	Yes	Yes	Yes	Yes	3
Hoffman	Playground Pavilion	<input type="checkbox"/>	No	No	Yes	No	Yes	3
Rinderer	Rotary Pavilion	<input type="checkbox"/>	No	Yes	No	No	Yes	4

Person(s) using the City parks and park facilities do so at their own risk. The City of Highland and its employees are not responsible for damage to or loss of property of person(s) using parks or park facilities. The City and its employees are not responsible for any injuries that result while person(s) are using parks or park facilities.

BRINGING FIREWOOD ONTO CITY PROPERTY FROM OUTSIDE SOURCES IS PROHIBITED

I, the applicant, have read and fully understand all of the rules and guidelines as attached necessary for the use of the City's Parks and facilities, and I will comply to the rules as attached.

APPLICANTS MUST BE AT LEAST 18 YEARS OF AGE TO RESERVE A PAVILION - valid ID required at reservation

Applicant's Signature: _____ **Date:** _____

Please return the completed form to: Weinheimer Community Center P.O. Box 218, Highland IL 62249

Please complete (2) separate payments; 1 for deposit, 1 for rental payment (if applicable)

Pavilion Rental Availability: Contact the Weinheimer Community Center at 618-654-6071

For Office Use Only:

Security Deposit: _____ Check # _____ Cash _____
 Park Shelter: _____ Check # _____ Cash _____ Credit Card _____
 Electric Charge: _____
 Copies: Parks Dept. Police Dept.
 Security Deposit Refunded Date: _____ Staff Signature: _____