



**City of Radcliff - Saunders Springs**  
**Reservation Agreement**  
 Parks & Recreation Department

Online Calendar

Organization: \_\_\_\_\_ Renter: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Pavilion Reservation: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Approximate Number of Guests: \_\_\_\_\_ Type of Activity: \_\_\_\_\_

The Pavilion **Reservation Fee (non-refundable)** is due at the time you make your reservation.  
 Upper Pavilion \$25     Lower Pavilion \$25    **Reservation Fee:** \_\_\_\_\_ **Cash / Check / CC**

**Park Information/Policies:** Park hours – dawn to dusk. Play at your own risk. Speed limit is 10 MPH. Park in designated areas only. Do not park in grass, or block traffic flow. Vehicles may not be left overnight. Smoke only in designated areas. Dogs may be walked in this park; however you **MUST** keep your dog on a leash at all times. The leash cannot be over 5 feet in length. The following is prohibited: disorderly conduct, fighting, littering, alcoholic beverages, profanity, loitering, guns/weapons, loud music, ATV's, fires except in grills (do not leave fires unattended), fireworks, skates/skateboards, leaving children unattended, metal detectors, activity within caves or entrances of caves, swimming in the lake, removal or destruction of rocks/vegetation and/or City property. Renter must be at least 21 years of age. Use of park facilities for organized activities must have prior written approval from the Radcliff Parks & Recreation Director. Also, some reservations may require insurance. These include: events with major physical activity and moderate/severe exposure to participants; events with expected attendance of **OVER 50**. If your reservation requires insurance, you will need to provide a current certificate of insurance showing proof of one million dollars of commercial general liability coverage. The certificate should name the City of Radcliff as an additional insured. A copy of the Certificate of Insurance needs to be given to the Department three weeks prior to your reservation. If you have questions, contact the Radcliff Parks & Recreation Director at (270)351-4079.

**Renter's Responsibilities:**

- There may be a reservation before or after your time, please be respectful to other renters by beginning and ending your event in a timely manner.
- Clean-up after your event and dispose of trash in receptacles.
- The Renter will be billed for any damages to City property.
- The Renter is responsible for accidents or injuries sustained by the Renter, patrons or any persons associated with your function.
- The City assumes no liability for injuries, accidents, or loss of/damage to personal property.
- Minors must be supervised at all times.
- The restrooms are initially stocked. The Renter may want to bring additional toilet paper/paper towels.
- Policy infractions could result in dismissal from the facility/premises and/or denial of future use.
- The City reserves the right to require police security and/or certificate of insurance.
- The City reserves the right to cancel or change your reservation due to unforeseen circumstances.

Non-Emergency Fire or Medical (270-351-4477)

To Report Facility Malfunctions (270-351-8150)      To Report Criminal Mischief in Progress & Emergencies 911

**I have read and understand the City of Radcliff Parks & Recreation Department Policies and agree to abide by them. The undersigned does hereby agree to hold harmless and indemnify the City of Radcliff, from any and all liability, loss, damages, costs, or expenses which are sustained, incurred, or required arising out of the actions of the undersigned in the course of facilitating an event on a pavilion reserved at Saunders Springs.**

\_\_\_\_\_  
 Renter's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Colvin Community Center Staff Signature

\_\_\_\_\_  
 Date