

RESERVATION PROCEDURE:

1. Reservations may be made up to 12 months to the day in advance through the Centralia Parks & Recreation office during regular business hours, Monday through Friday, 8:00 am to 5:00 pm.
2. Reservations may be made by phone, in person or online. After a date is requested, a party has 10 business days (or by 5:00 pm on the next-to-last business day before a reserved date if request is made less than 10 business days in advance) to return completed application with required rental fee. If completed application form and rental fee are not received on or before that time, the reservation date is subject to cancellation and may be reopened to others. Reservation requests made after the next-to-last business day prior to the requested date will not be accepted.
3. Centralia Parks & Recreation reserves the right to waive or reduce charges for use by local community non-profit organizations providing a letter of determination from I.R.S.
4. Cancellation received less than ten days before event will result in forfeiture of facility rental fee.

AGREEMENT:

Lessee shall defend, indemnify, and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of Lessee's use of Premises, or from the conduct of Lessee's business, or from any activity, work or thing done, permitted, or suffered by Lessee in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

I the applicant further agree to adhere to all rules, regulations and policies of the Centralia Parks & Recreation Department. I acknowledge the receipt of the Rules and Restrictions and the Assumption of Responsibilities and agree to take responsibility for compliance. I hereby understand that failure to follow the policies regarding rules, restrictions and user responsibilities will result in fines for penalties and/or labor and material expenses incurred at Centralia Parks & Recreation Department facilities. Billings not paid within 30 days of receipt will be turned over to a collection agency and subject to fees assessed by the collection agency.

Signature of Applicant or Authorized Representative

Date