



Name:
Rental Date:
Payment:
Key Pick Up:
Key Color:

Reservation: Eckhart Park Enclosed Pavilion

Eckhart Park Enclosed Pavilion Policies:

1. Reservations will be accepted up to one calendar year in advance for the open pavilions in Rieke and the enclosed pavilion in Eckhart Park for the months of May through September. All pavilion reservations and fee payments are made through the Parks and Recreation Department Office. Reservations may be made through <https://auburnin.recdesk.com/Community/Facility>. In cases of difficulty registering at Auburn RecDesk, assistance will be available through the Park Office.
2. Reservations for groups of 300 or more and for groups planning special activities will require an additional Pavilion Use and Indemnification Agreement. The Parks and Recreation Board must approve this agreement. *For Parties of 300 or more people, an Indemnification Form MUST be filled out in addition to the Pavilion Reservation Form and a high damage deposit may be charged, depending on the event.
3. Proof of liability insurance is required to rent the Eckhart enclosed pavilion if additional amenities are added to the property. It is strictly prohibited to put up any form of tent, awning, inflatable, signs, have a D.J. or Band in any of the Auburn Parks without prior approval of the Auburn Parks and Recreation Board and proof of liability insurance. No grills within 20 feet of any rental building.
4. Reservations must be paid in full 30 days prior to the reservation. No refunds will be issued for cancellations 30 days or less prior to the scheduled event. A full deposit refund will be issued for cancellations of 31 days or more. A 7% or \$5.60 sales tax will be applied for the rental total of \$80.
5. **The Eckhart Pavilion vehicle entrance is closed until further notice due to construction of the bridge. Absolutely no vehicles are permitted to cross the bridge.**
6. City Ordinance strictly prohibits the use of Alcohol when on Auburn Parks and Recreation Department property.
7. Indiana Smoking Ban Bill (HB1149) prohibits smoking in the following locations: public place, place of employment, areas within 8 feet of a public entrance or place.
8. It is the responsibility of the group to clean up all trash, leftover food, supplies and other material from the pavilion. This includes removing all piles of sawdust and materials that may be used for games and entertainment by the group. All trash should be securely deposited in the park trash containers. The renter will be invoiced an amount equal to the current overtime rate if it is necessary for the parks maintenance crew to work beyond the allotted one hour clean up time per group.
9. It is strictly prohibited to affix any object to the windows, walls, floors or counter this includes using tape.



Rental Fees:

1. \$80.00 per day (9:00 am – 9:00 pm) **You may not set up the night prior unless you have rented the day prior as well.**

ECKHART PARK ENCLOSED PAVILION RENTAL CHECK LIST

- ALL TRASH BAGS TIED AND LEFT IN BINS INSIDE
- ALL FOOD AND BEVERAGES REMOVED
- COUNTERTOPS & TABLES CLEANED
- TABLES LEFT OUT AFTER CLEANING, CLEAN AND RESTACK CHAIRS ON CARTS
- LIGHTS & FANS TURNED OFF
- OUTSIDE DOORS LOCKED
- OUTSIDE TRASH PICKED UP
- RETURN FORM WITH KEYS TO PARK OFFICE, 1500 S. CEDAR ST.

By signing below, you are agreeing to follow the Eckhart Enclosed Pavilion Rental Policies and complete the cleaning checklist.

Signature

Date

Please take a moment to take our Facility Rental Survey. Scan the QR code below to get started or visit <https://forms.office.com/g/C5xNqHZViy>

