

## **BIG HALL, LEISURE HALL AND GAZEBO POLICY**

**EFFECTIVE APRIL 2014**

- **Request for the use of either of the Halls or the Gazebo must be in writing.**
- **The written request must state the date and time.**
- **The request must be signed by the person responsible for the request.**
- **All requests must be approved or denied by the Park manager.**
- **Upon approval the event will be placed on the calendar.**
  
- **Rent of either Leisure Hall or the Big Hall or the Gazebo is \$150.00 payable in advance.**
- **Rent of either Hall along with the Gazebo at the same time is \$300.00**
- **In addition, a \$200.00 deposit is required to cover any damage to, or cleaning of the premises/equipment.**
- **The deposit will be returned once the Park manager determines there are no damages or cleaning required.**
- **Braden Castle organizations are exempt from the rental payment aspects of this policy.**
  
- **Requests for any equipment (chairs, tables, etc.) to be used elsewhere in the Park must be through the Park manager.**