

**CITY OF MUSKEGO
PARKS & RECREATION DEPARTMENT**

Picnic Kit/Volleyball Standard Rental Form

Organizational Rental

Name of Org. _____

Name of Representative _____

Organization Address: _____

Daytime Phone: _____

Fax Number: _____

Email Address: _____

Individual Rental

Name: _____

Address: _____

Daytime Phone: _____

Fax Number: _____

Email Address: _____

Please check () the requested item:

PICNIC KIT #1 _____ **PICNIC KIT #2** _____ **VOLLEYBALL STANDARDS** _____

(By Office)

PICK-UP DATE: _____ PICK-UP TIME: _____ (AM or PM) REQUESTED APPROVED

RETURN DATE: _____ RETURN TIME: _____ (AM or PM) _____

I/We the undersigned, have inspected all equipment to be loaned and do assume all responsibility for the proper care and utilization of the requested equipment in accordance with the policies and regulations of which I/We have been informed, and which have been set forth by the Muskego Parks & Recreation Board.

ORGANIZATION REP. _____
DATE _____

INDIVIDUAL _____
DATE _____

Department Use Only

AUTHORIZED SIGNATURE _____

DATE _____

Application Date _____

A. Equipment Charge

Picnic Kit \$5.00
Volleyball Standard \$20.00

B. Equipment Security Deposit

Picnic Kit \$15.00
Volleyball Standard \$25.00

Item _____ Amt. Collected \$ _____

Item _____ Amt. Collected \$ _____

Item _____ Amt. Collected \$ _____

Item _____ Amt. Collected \$ _____

EQUIPMENT CHARGE: Check No. _____ Cash _____ Receipt No. _____ By _____ Date _____

SECURITY DEPOSIT: Check No. _____ Cash _____ Receipt No. _____ By _____ Date _____

Equipment Returned ___ Yes ___ No

Deposit Returned ___ Yes ___ No

Refunds Approved _____

Note all reasons for withholding any refund or deposit below: _____

CITY OF MUSKEGO
PARKS AND RECREATION DEPARTMENT

Picnic Kits/Volleyball Standards

1. This equipment is available for rental to any resident of the City of Muskego. Service organizations will be given priority over individual requests for use of equipment.
2. Anyone wishing to use this equipment must complete the rental form and pay the charges at last one week prior to requested use of the equipment. Earlier phone reservations will be accepted to initially reserve the equipment and then the follow-up paperwork must be completed and returned the one week prior.
3. The deposit will be forfeited for the equipment rented and not returned by specific date and time as approved by the Parks and Recreation Department.
4. Damages, as determined by the Parks and Recreation Department, to any equipment will be deducted from the initial deposit and may result in additional charges for repair or replacement to the responsible organization or person.
5. Any loss of equipment will result in full forfeiture of deposit and result in additional charges to the responsible organization or person for the replacement of item(s).
6. Separate checks are requested for the actual rental fee and the security deposit required. Checks should be made payable to "City of Muskego."
7. Deposits will be returned no later than three (3) weeks after proper return of all equipment.

Adopted by Parks and Recreation Board 6/12/89.

PICNIC KITS/VOLLEYBALL STANDARDS

Fee Schedule

The following fees apply to those items available for rental of the picnic kits/volleyball standards:

Picnic Kit \$ 5.00 rental charge
 \$15.00 security deposit

<u>Item</u>	<u>Replacement Charges</u> (if damaged or lost)
1. softball bat (aluminum)	\$15.50
2. softball	4.00
3. throw-down bases (4 piece)	\$13.50
4. Frisbee	\$ 2.00
5. volleyball net	\$31.00
6. volleyball	\$13.50
7. horseshoes (rubber w/2 stakes)	\$20.00
8. soccer ball	\$11.50
9. football	\$11.00
10. playball (red rubber)	\$ 4.00
11. carrying case w/lid	\$17.00
12. other _____	\$ _____

Volleyball Standards \$20.00 rental charge
(includes net and ball) \$25.00 security deposit
(if damaged or lost)