



**Elmore County Commission**

100 East Commerce Street, Suite 207 • Wetumpka, Alabama 36092  
 Phone (334) 514-5841 • Facsimile (334) 514-5842 • www.elmoreco.org

**CRENSHAW COMMUNITY PARK RENTAL APPLICATION**

**INSTRUCTIONS**

1. Review Crenshaw Park Rental Policies at [www.elmoreco.org/Sites/ElmoreCounty/Documents/CrenshawPark/RentalPolicies.pdf](http://www.elmoreco.org/Sites/ElmoreCounty/Documents/CrenshawPark/RentalPolicies.pdf)
2. Complete and sign this application. Submit the application no less than 30 days in advance of the requested rental date to the Elmore County Commission Office. Incomplete applications will not be accepted.
3. All requests are on a first come first served basis. No date will be reserved until rental fees have been fully paid and the rental request has been approved.
4. Rental approval notification will be sent via mail or email.
5. Cancellations made within 10 days of the event automatically result in a \$50 forfeiture of the deposit.

| APPLICATION INFORMATION (Responsible Party) |           | Incomplete applications will be returned to applicant |  |
|---|-----------|---|--|
| Applicant Name:                             |           | Organization:   |  |
| Driver's License #:                         |           | Date of Birth (MM/DD/YYYY):                           |  |
| Mailing Address:                            |           | City:   |  |
| State:                                      | Zip Code: | Email:  |  |
| Phone:                                      |           | Cell Phone:   |  |

*The above named applicant whose signature appears below assumes full responsibility for all property within the County-owned Crenshaw Community Park during the entire time reserved. Any and all damages occurring during the time applied for will be paid for to the extent that Crenshaw Community Park will be in the same condition it was prior to use by the above named applicant.*

| EVENT INFORMATION              |  |
|--------------------------------|--|
| Date of Event:                 | Type of Event:                               |
| Start Time of Event:           | End Time of Event:                           |
| Anticipated Maximum Attendees: | Anticipated Attendees under 21 years of age: |

| FEES (All fees must be paid with cash, money order or cashier's check payable to the Elmore County Commission) |  |
|--|--|
| <input type="checkbox"/> Park Rental Security Deposit (payment must accompany application): \$200              | Inside Buildings (key deposit required for concessions & meetings)   |
| <input type="checkbox"/> Park Pavilion Rental Fee: \$75  | <input type="checkbox"/> Key Deposit: \$25 <input type="checkbox"/> Use of concessions & meeting area: \$125 |
| <input type="checkbox"/> Tables and Chairs: \$50   | <input type="checkbox"/> Voting House: \$50 <input type="checkbox"/> Popcorn Machine: \$50                   |
|  | <input type="checkbox"/> Hotdog Machine: \$50  |

*The concession area is a warming area only. Meal preparation must take place offsite. No food or drink in the meeting area. Kitchen, refrigerator and popcorn and hotdog machines must be cleaned after use. **Deposit will be forfeited for full meal preparation or an unclean kitchen/refrigerator/hotdog/popcorn machine.***

By signing this application, the Applicant acknowledges that he/she has read and understands the Crenshaw Community Park Rental Policies. The Applicant further agrees to be personally responsible for ensuring all attendees abide by the rules and regulations. The Applicant agrees that he/she will be present at all times during the event or forfeit the security deposit. The Applicant understands and agrees that Elmore County and Crenshaw Community Park Board shall not be liable for any damage or injury to any person or property occurring on the property, and agrees to indemnify and hold Elmore County and Crenshaw Park Board, its representatives and employees, harmless from any claims for damages no matter what the cause.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Name (Printed)

**OFFICE USE ONLY**

|                                  |                                  |                                  |                                      |  |
|----------------------------------|----------------------------------|----------------------------------|--------------------------------------|--|
| Date Application Received: _____ | Date Application Approved: _____ | Date Rental Fees Due: _____      | Cancellation Deadline: _____         | Date of Security Deposit Refund: _____   |
| Date Deposit Received: _____     | Date Notification mailed: _____  | Date Rental Fees Received: _____ | Date/Amount of Deposit Refund: _____ | Amount of Security Deposit Refund: _____ |