



# LACEY COMMUNITY RECREATION COMPLEX

MCRF

Organization \_\_\_\_\_ Type of Event \_\_\_\_\_

Contact Person \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Phone (h) \_\_\_\_\_ (w) \_\_\_\_\_ (c) \_\_\_\_\_

Requested Day(s)	Mon	Tue	Wed	Thu	Fri	Sat	Sun	and Date(s)	_____
Start time	_____	End	Time	_____	Number of People	_____			

MCRF reserves the right to provide concessions per event

Please provide certificate of general liability insurance with per occurrence and aggregate limits not less than \$1,000,000. Insurance policy number \_\_\_\_\_

Describe event and facilities needed  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PLEASE READ AND SIGN

I (we) assume full responsibility for any damages to the Lacey Recreation Complex equipment and/or property that occurs as a result of the requested use. Furthermore, I (we) understand that the Lacey Recreation Complex, its staff, and members of the board, will not be held liable for any injury or damage which may occur to me, my guests, and/or members of the above-named organization and or property during our requested use of the facility.

**Any cancellation must be made 48 hours prior to event for a full refund**

I agree to comply with the rules and regulations, as listed on the back, set forth by the Lacey Recreation Complex board.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Approved _____	Denied _____	Posted Calendar _____	Computer _____
Rental Fee \$ _____	Deposit \$ _____	Paid \$ _____	Fee Waived _____
Number of service hours provided _____	Wall Calendar _____	News Release _____	
Notes: _____ _____ _____			

Lacey Recreation Complex  
2055 238<sup>th</sup> St. Oskaloosa, IA 52577  
Phone 641-672-2499 Fax: 641-672-2499  
Email: [desiree.rouse@mcrf.mahaska.org](mailto:desiree.rouse@mcrf.mahaska.org) or [sherry.vavra@mcrf.mahaska.org](mailto:sherry.vavra@mcrf.mahaska.org)

**GENERAL RULES FOR LACEY RECREATION COMPLEX**  
*Restrictions may apply.*

- A reservation form must be filled out, signed and approved before any individual, group, or organization is allowed to use the Lacey Recreation Complex facilities.
- Reservations must be cancelled 48 hours prior to event for a full refund
- Fee's will cover:
  - Maintenance
  - Clean up
  - Chalk or paint foe fields
  - On Duty MCRF Staff Member
  - Accountability and Responsibility
- A meeting with Lacey Recreation Complex staff *may* be required prior to use or following the use of the facilities.
- Additional party attractions are limited and must be approved in advance.
- Users are responsible for general clean up.
- Lacey Recreation Complex is a smoke free facility and complies with the Iowa Smoke Free Act.
- Lacey Recreation Complex is an alcohol free facility.
- Any problems/concerns/damages should be reported as soon as possible. For park maintenance emergencies, call 641-660-5808 or 641-660-7504. For medical emergencies call 911.
- Pets are not allowed at the Lacey Recreation Complex sports fields.

**Safety and Parking Guidelines**

- Park in designated areas only.
- Parking is prohibited in drop off area, road, lawn, entrances to park, service roads, and trail.

**We appreciate your cooperation. Enjoy the complex and drive safely.**