

Shelter Use Application & Checklist

Day & Date: _____ Time: _____ am / pm to _____ am / pm

Requested Park Name: _____ Shelter(s) / Field(s): _____

Type of Event: _____

Person Responsible: _____ Email: _____

Organization: _____ Phone: _____

Topics to Discuss	Details & Comments		Parks Dept. Questions
	Y/N		
Site Plan/Sketch of Venue (attached)			
Tents - Size (larger than 10x10 Need Permit)			
Power/Electrical access required			
Music/Amplified Sound - (DJ, Speaker, etc.)			
Rental Companies Being Used			
Portable Restrooms			
Amusement Devices/Ride(s)			
	Number & Notes (if applicable)		
Expected Attendance at Your Event			
Rental Fee for Shelter(s)	\$		
Rules and Regulations Renter to Initial Understanding of Rules and Regulations			
	Initial Here		
Parking Regulations Explained			
Clean-up/Trash Disposal Policy			
Decorations/No Stapling or Duct tape			
Alcohol Prohibited			
Bounce Houses/Water Slides Prohibited			
Fireworks Prohibited			
Pony Rides/Live Animals Prohibited			
Powered Vehicles Prohibited			
Meeting Required with Superintendent (Y/N)		To Be Held Onsite or City Hall	
If Needed:			
Insurance Certificates			
Hold Harmless			
Ranger Patrol			
Irrigation – Notify Ken Davis			

- All reservations must be made by the renter. The renter is responsible for the enforcement of all rules and regulations. Reservations will be made only to individuals 21 years of age or older.
- The renter must advise the Parks and Recreation Department of the number of persons expected to attend the activity.
- The facility is to be used by the renter only, and only during the time designated on the agreement. Failure to limit usage of the facility to those hours will result in the renter being billed for the holdover rental time.
- Permission must be obtained before the renter may charge admission or take donations to any event held during the time designated on the rental agreement.
- Permission must be obtained from the Parks and Recreation Department at the time the application is made before any individual or organization may allow music at any shelter during the time designated on the rental agreement. Music must be moderate in volume.
- DECORATIONS. No duct tape or packaging tape. There will be no decorations stapled to the walls of the Shelter. Decorations must be removed by the end of the rental period. No piñatas, helium balloons or live candles are allowed.
- Vehicular traffic is limited to designated parking lots and roadways. No driving or parking is allowed on grass covered areas unless expressly ordered.
- Rentals may be terminated by Parks and Recreation Department officials at any time for failure to observe rules and regulations during the use of the facility.
- Alcohol is prohibited unless expressly authorized by Director of Parks and Recreation in writing.
- All trash and litter accumulated around the facility by the renter must be picked up and disposed of in a trash receptacle by the renter before vacating the premises.

Rental Companies:

The rental company (chairs, arches, bubble soccer, etc.) must have proof of liability insurance.

Amplification:

“Amplification” means a loudspeaker, amplifier, public address system or any other artificial sound system that amplifies and plays sound for the purpose of publicly projecting or broadcasting the sound.

Amusement devices:

Jumping balloons, moonwalks, dragons, bounce houses or similar apparatus are prohibited.