

Park Security can be reached at 343-0702, 343-1405, 343-1009, or 343-1089.

Park Maintenance can be reached at 343-1147 or 343-1144.

APPLICANT INFORMATION

Applicant/Person in Charge of Reservation _____

Address _____ City _____ State _____ Zip _____

Phone (Home) _____ (Work) _____ (Cell) _____ Email _____

Is applicant reserving on behalf of an organization, business, or school? Yes No

If yes, name of organization, business, or school _____

RESERVATION INFORMATION (Please Note: Electrical Outlets Are Not Provided at Picnic Shelter and Gazebo Reservations)

Location/Facility Requested _____

Facility Type: Gym Hall Kitchen Meeting Room Open Turf Shelter Gazebo Pool

Date(s) Requested _____

Day(s) of Week _____ Begin Time _____ End Time _____

Please describe the purpose of your reservation, including activities planned for the event _____

For Building Rentals Only: # of Tables _____ # of Chairs _____ (Limited number of tables/chairs available for reservations.)

GENERAL INFORMATION (PLEASE NOTE: APPLICANT MUST COMPLETE ALL CHANGES THAT APPLY TO THE RESERVATION REQUEST. RESERVATION CANCELLATIONS OR CHANGES MUST BE MADE AT LEAST 48 HOURS PRIOR TO THE EVENT. REFUNDS WILL NOT BE GIVEN FOR CANCELLATIONS MADE LESS THAN 48 HOURS PRIOR TO THE EVENT.)

Estimated Attendance _____ Those Attending: Youth Adult Spectators Vendors Others _____

Yes No Is this a private event?

Yes No Is the reservation for a non-profit organization?

Yes No Will you be using an inflatable jump house? Company? _____

Yes No Will temporary equipment be brought to the site? Please describe _____

Yes No Is the event open to the public?

Yes No Will the event be advertised to the public? If yes, please provide copy of advertisement to NOR.

Yes No Is this a fundraising event?

Yes No Will an admission fee or donation be required to attend?

Yes No Will there be amplified speech or music? Please describe _____

Yes No Will food or drinks be served at the event? Please describe _____

Yes No Will food or drinks be sold at the event? (If yes, you must contact the Health Department.)

Please describe (include caterer if applicable) _____

Yes No Will there be exhibitors or vendors at the event? Please describe _____

Applicant certifies that he/she has read the policies and procedures stated on the reverse side of this application and the applicant and all members of the reservation party agree to abide by these policies and procedures.

X _____
Applicant Signature

X _____
Print Name

Date

**Damage/Cleanup Deposit is refundable if there is no damage and the facility is left in the same general condition as received.*

FOR DISTRICT USE ONLY

Classification Type: Private
 Non-Profit

Required

- Insurance Required (Contact 392-2000 for More Information)
- Contact Health Dept If Selling Food/Drinks
- Need Security

X _____
Signature of Individual Processing Reservation

X _____
Signature of NOR Supervisor Approving Reservation

Date Reservation Approved

FACILITY RULES

The following are general guidelines regarding the use of District facilities. There may be additional rules specific to the facility being reserved. This information will be provided at the time of completion of the "Application for Use of Facility" form.

1. Smoking, consumption of alcoholic beverages and the use of glass bottles or glass containers are prohibited at NOR facilities.
2. Vehicles must be parked in designated areas only. Driving on District turf areas is prohibited.
3. Users are responsible for leaving the facility in the same general condition as received. Failure to do so may result in the assessment of additional fees or forfeiture of deposit. Additionally, users are responsible for broken, damaged, missing or stolen NOR equipment or property.
4. Use of equipment and supplies is to be restricted to those formally authorized for use.
5. No activity will be permitted which is in violation of local, state or federal statutes. Applicants must adhere to all city, police and fire codes during their use of facility.
6. For authorized use of District facilities where food, drink, merchandise, or services are sold, the user must obtain necessary city, county and/or state permits for such sales.
7. Advertising, sales or solicitations for a reservation event must be approved by NOR.
8. Admission charges must be approved by NOR.
9. An NOR employee must be on duty at all times during the reserved use of NOR buildings.
10. Pony rides, petting zoos, dunk tanks, and inflatable water features i.e. slides, are not allowed at District rentals.
11. The District is not responsible for lost or missing articles.

INDIVIDUAL AND GROUP RESPONSIBILITY

1. Plans and decorations must be submitted and approved by North of the River Recreation and Park District at the time of completion of the "Application for Use of Facility" form.
2. The applicant/organization shall plan to accomplish the following within the time specified on the use of facility form:
Putting up and taking down all decorations (including tape).
Setting up and taking down all furniture and returning the same to its proper storage area.
Any other preparation and cleanup associated with the activity being conducted.
3. Cellophane adhesives, nails, screws, staples, etc., in walls or on woodwork are prohibited. Masking tape may be used.
4. At no time shall exits be covered or obstructed by decorations.
5. Use of kitchen does not include dishes, utensils, salt/pepper, etc. Ovens and microwaves may be used for warming only. Use of ice machines, where available, and sinks and counters is allowed. Cutting/slicing is not allowed on kitchen counters.

Application Instructions

1. Application must be in writing on the approved form and accompanied by rental fees.
2. Applicant signing the reservation form must be at least 18 years of age.
3. District facilities are available for reserved use Monday through Sunday from 8:00 a.m. to 10:00 p.m. subject to scheduling and approval by the facility supervisor.



Name: _____

Facility and Site: _____

Date Reserved: _____

From: _____ am/pm

To: _____ am/pm

INDEMNIFICATION

User agrees to be solely responsible for any and all liability, claims, loss, damages, costs, and expenses, including attorney’s fees, arising out of or resulting from any injury to persons or damage to property which arise out of its use of the District’s facilities. User agrees to defend, indemnify, and hold harmless the District, its officers, agents, employees, and volunteers against any and all such claims, demands, causes of action, suits, and expenses, arising out of or resulting from its use of the District’s facilities.

INSURANCE REQUIREMENTS (Required: YES NO).

Facility User shall provide general liability insurance coverage in an amount not less than \$1,000,000 per occurrence with no per person sub-limit, and a separate “Endorsement” naming North of the River Recreation and Park District as “additional insured” for the entire period of facility use.

User’s Signature

Date

District Representative Signature

Date

(Attach this form to the “Application For Use of Facility” form.)