NOTE: A Cleanup/Damage fee will be charged if park is not left clean and trash hauled away immediately following event, or if damage occurs to the park. Blocking off parking spaces / placing barricades / cones prohibited. Charcoal grill are not allowed – propane grills with fire extinguisher are allowed but cannot be placed under shade structures.

NOTE: Except Jumper sites this agreement is not a reservation or guarantee for use of any specific park or area. City parks are open to the general public and cannot be reserved. This paperwork is for the purpose of coordinating events, organized sports, and maintenance of scheduled events. Approval required at least 48 hours in advance or by 12:00 pm the Wednesday prior to weekend use.

Date of event: _________________ Time (Including setup & cleanup) _________________

Park: ______________________ Area of park to be used: _____________________________

Name of event: ______________________ # Expected: _________________

Will food be served to the public? ______ Will there be amplified sound? _________

Will a tent or canopy be used? ______ Will a fun jump be used (designated sites only)? _______

Will portable toilet(s) be on site? ______ (if yes) Company & phone number: _________________

Responsible party: ______________________ Organization: _________________________

Fax / Email: ______________________ Telephone: _________________________________

Electrical fee (When Available) ☐ $65.00 for two hours; $32.00 per additional hour (Date Rec’d __________ Check No ________)

No staking in or driving on the grass at anytime unless permitted. Park must be left clean and trash removed from the park. Only gas grills allowed, grills cannot be placed under shade structures.

Responsible Party (Signature): ___________________________ Date: __________

Office Use Only:

Permits Required: Environmental Health: 768-2638, 400 Marquette NW, 3RD Floor
☐ Food permit (Date Rec’d __________) ☐ Noise permit (Date Rec’d __________)
☐ Tent/Canopy permit & Fire Marshal approved site plan (Date Rec’d __________)
Insurance Required: ☐ Insurance (Date Rec’d __________)

Fun Jump Company: ______________________ Phone: ______________________
Fun Jump Company Insurance Required: ☐ Insurance (Date Rec’d __________)
Fun Jump authorization charge ☐ $35.00 Per Jumper/Site/4hours (Date Rec’d __________ Check No ________)

Parks and Recreation: ☐ Approved ☐ Disapproved

Approved By (Parks and Recreation): ___________________________ Date: __________
Office: 857-8657 Cell: 261-1028 After hours/Weekend Supervisor: 259-9391 Fax: 857-8220
Liability Insurance. The User will obtain the following insurance policies:

(i). Commercial General Liability Including Automobile. A commercial general liability insurance policy with combined limits of liability for bodily injury or property damage as follows (requirements are shown as listed on a standard form certificate of insurance):

- $1,000,000 per Occurrence
- $1,000,000 Policy Aggregate
- $1,000,000 Products Liability/Completed Operations
- $1,000,000 Personal and Advertising Injury
- $50,000 Fire Legal
- $5,000 Medical Payments

The policy of insurance must include coverage for all operations performed by the User and Sub users, and contractual liability coverage will specifically insure the hold harmless provisions of this Agreement. **THE CITY WILL BE NAMED AN ADDITIONAL INSURED** and the coverage afforded will be primary with respect to operations performed. Showing the City as a certificate holder is not the same as naming the City as an additional insured and is not an acceptable substitute. If equivalent coverages are provided and the form is approved by the City, the User may provide a general liability policy in a form different from that described above.

Designated Jumper Sites:

- Arroyo Del Oso
- Balloon Fiesta Park
- El Oso Grande Park
- Kirtland Park
- Korean War Veterans Park
- Los Altos Park
- Manzano Mesa Park
- Mariposa Basin Park
- Martineztown-Santa Barbara Park
- Montgomery Park
- North Domingo Baca Park
- Pat Hurley Lower Park
- Phil Chacon Park
- Redlands Park
- Santa Fe Village Park
- Tingley Park
- Tower Pond Park
- U.S.S. Bullhead Memorial Park
- Ventana Ranch Community Park
- Westgate Community Park

Electrical Use Available at:

- Kit Carson Park
- Tiquex Park
- Battaan Park
- Robinson Park