



Request for Temporary Use of Shelters and Conditions of Use for Event

(Please type of print)

Please provide complete information and submit request at least 30 days before the date of the event to provide ample time for staff review.

Applicant: _____

Email Address: _____ Telephone: _____

Applicant Address (City, State, & Zip Code): _____

Shelter: _____ Date of Event: _____ Jumping Balloon: Yes No

Time (include setup and take down time): From: _____ To: _____

Type of Event: _____ Alcohol: Yes No

Approximate number of participants/spectators (Maximum shelter capacity is 100 people): _____

Shelters Available for Rent:

Braden Aboud	4325 Riverbend (West)	Available Times: 8 am - 1 am
Thomas Manor	7901 Knights (Lower Valley)	Available Times: 8 am - 1 am
Arlington	4715 Junction (Northeast)	Available Times: 8 am - 11 pm
Grandview	3134 Jefferson Ave. (Northeast)	Available Times: 8 am - 1 am
Sunrise	3800 Sunrise Ave. (Northeast)	Available Times: 8 am - 1 am

Resident Rates:	\$80.00 per hour	or	\$475.00 for 8 hours	<i>Residency determined by address on driver's license.</i>
Non-Resident Rates:	\$100.00 per hour	or	\$592.00 for 8 hours	

Extra Fees:	\$25.00 per hour	Guard Service (Required from beginning to end of event if having alcohol or 100 persons) Cleaning Service Administrative Fee
	\$66.00	
	\$7.00	

Each shelter includes the following:	☐ 100 Chairs	☐ Refrigerator	☐ Stove
	☐ 12 Folding Tables, 8' x 30"	☐ Restrooms	☐ HVAC
	☐ Trash cans	☐ Sink	

All requests for changes, refunds, or cancellations must be submitted at least 30 days prior to the event date. Permits processed within 30 days of the event are not eligible for changes.

DAMAGE: Renter agrees that any damage to, or loss of City property, or breach of the rental agreement is the sole responsibility of the Renter. The renter shall promptly pay any invoice rendered by the City for such damage, loss or breach, including but not limited to expenses incurred by the City due to Renter's failure to vacate the property by the end of the designated rental period. Personal property or personal equipment must be removed at the end of the rental period. The Parks and Recreation Department will not be responsible for any personal property or personal equipment left in or near the facility after the reservation hours.

RELEASE: In consideration of the permit for use of park and other conditions of use, it is understood that the applicant(s) contained herein do hereby release and discharge the City, and its respective officers, directors, agents, and employees, jointly and severally, from any and all liability for illness, injuries and damages that may be suffered which arise out of or result from participation in this event. I understand Parks and Recreation will not be responsible for any lost, damaged or missing equipment.

Signature of Applicant: _____

Date: _____