



CITY CLERK USE ONLY

DATE / TIME RECEIVED: _____

AMITY CITY PARK FACILITIES RESERVATION FORM

Select Special Use Activity (may select more than one)

Ball Field Stand-alone Covered Area

Covered Area attached to kitchen: No Kitchen Use Yes, Kitchen Use (add \$20)

Other (Please describe) _____

Name: _____
Last First

Organization / Event: _____

Address: _____

Reservation Date: _____ Hours Needed: _____ to _____

Request to extend park hours? Yes / No City Approval Y / N (initials) _____

Home Phone: _____ (_____) Contact Phone: _____ (_____) _____

.....

– TERMS & CONDITIONS OF RESERVATION –

- ❖ **All reservations are on a first-come, first-serve basis. No exceptions.**
- ❖ Electricity is available only under the covered areas. Use of lights does not extend park hours, unless approved by the City.
- ❖ Reservations must be made to City Hall (8a-5p, Mon – Fri) with full payment.
- ❖ Applicant may only reserve athletic facilities for up to 3 days per week (Mon – Sat), and tournaments may not exceed 4 days (including Sundays).
- ❖ Long duration and/or seasonal reservations (e.g. those exceeding 60 calendar days and/or for a sports league) must be approved by the City Clerk, with Public Works' coordination.
- ❖ Reservations may only be made up to 6 months in advance of the event or for the season.
- ❖ The City may restrict, cancel, and/or preempt reservations that conflict with City events.
- ❖ City reserves the right to cancel **any** reservation with 24-hour notice and a full refund.
- ❖ Applicant shall have prior City approval to charge any entrance or additional fees.
- ❖ Reserving a single facility does not prohibit the City from reserving other Park facilities.

FEES: A \$100.00 deposit applies for any reservation of City Park facilities. (Reserving the kitchen is an additional \$20 or \$120 total.) Half of the deposit shall be refunded only when it has been determined that the facility is in an acceptable condition.

YOUR CITY PARK DESERVES YOUR RESPECT; PLEASE READ AND OBEY THE ATTACHED RULES AND REGULATIONS.

PARK RULES AND REGULATIONS

- To accomplish creative leadership, facilities and public open spaces that encourage individual satisfaction and generate community pride, and to facilitate public use, the following polices are established:
- Please clean up your area at the end of your activity.
- Please deposit your litter in the proper receptacle. Use the outside trashcans so that the trash will be picked up as part of the regular park service. Trash may not be left at the facility.
- Dogs and pets must be kept on a leash and owners **MUST** pick up after their animals. Failure to do so may result in a fine up to \$100.00.
- **NO ALCOHOL** and **NO GLASS CONTAINERS** are allowed.
- Park Hours are from **DAWN** to **DUSK**.
- The City is **not** responsible for COVID-19 prevention enforcement and is not liable for COVID infections (or other illnesses) caused as a result of this park facility reservation.
- Each group shall be fully responsible for the physical condition in which they leave the facility. The expense resulting from any damage or undue maintenance shall be charged to the responsible party in which the park reservation was made under. Failure to meet this obligation within 30 days of billing will be cause for cancellation of future privileges and legal action.

I have read, understand, and agree to comply with all the Rules and Regulations set forth on this reservation request form. I further agree that I am of legal age and will be personally responsible for the clean up, repair or damage to equipment or facilities and for replacement of stolen equipment, or any other costs, which might be incurred by the City on behalf of my/our usage of the park. I accept **all** responsibility for ensuring public health during my reservation. I also acknowledge that I have been provided with a copy of the park Rules and Regulations.

Signature of Responsible Person

Date

OFFICIAL USE ONLY

Fee paid: \$ _____ on _____ Approved By: _____

Receipt No.: _____ Copy given to Park Host on _____