



Shelter Use Agreement

City of Pleasant Hill Parks and Recreation

www.ci.pleasant-hill.ia.us

515-262-9368 Fax: 515-262-9570

5160 Maple Drive, Suite A, Pleasant Hill Iowa 50327

STOP – IF YOU ARE CONSIDERING ONE OF THE FOLLOWING SPECIAL USES AT YOUR EVENT, YOU WILL NEED TO SUBMIT A “SPECIAL EVENT APPLICATION”

<input type="checkbox"/> Erecting inflatables, tents, rides, games, signs, etc.	<input type="checkbox"/> Partnership with the city	<input type="checkbox"/> Limited public access to the park (fencing)	<input type="checkbox"/> Vehicle access off of road/parking lot
<input type="checkbox"/> Amplified sound	<input type="checkbox"/> Alcohol distribution	<input type="checkbox"/> Road closing	<input type="checkbox"/> Catered / selling food
<input type="checkbox"/> Open to the public	<input type="checkbox"/> Additional electricity	<input type="checkbox"/> Additional toilets	<input type="checkbox"/> Additional trash containers needed

Contact Information

Organization:		Applicant's Name:	
Category <input type="checkbox"/> Private <input type="checkbox"/> Commercial <input type="checkbox"/> Nonprofit/Civic <input type="checkbox"/> Government/School <input type="checkbox"/> Other (specify below)			
Home Phone:		Work Phone:	Cell Phone:
Email:		State ID# (for non-profit):	
Address:			
City:		State:	Zip:

Shelter Information

(8:00 a.m. to 10:00 p.m.) from mid-April through mid-October)

Rental Rate: \$ 35 /event

All shelters have electricity, picnic tables, grill, water, playgrounds, swings and restrooms nearby

Oak Hill Park	Park features: basketball court, informal play area, on street parking
Copper Creek Lake Park	Park features: woodlands, prairie areas, lake, streams, 4 Mile Creek, 1.22 miles trail surrounding the lake, several commercial businesses, limited parking
Doanes Park	Park features: baseball and soccer fields, tennis courts, woodlands, prairie areas, nature trails ample parking
Sunrise Park	Park features: basketball court, baseball and soccer fields, informal play area, limited parking

Rental Details

<input type="checkbox"/> Oak Hill Park		<input type="checkbox"/> Copper Creek Lake Park		<input type="checkbox"/> Doanes Park		<input type="checkbox"/> Sunrise Park	
Date of Event	From Set Up	Time of Event	From Clean Up	Total Hours	Total Charge		
Estimated Attendance:	Type of Event: <input type="checkbox"/> Reunion <input type="checkbox"/> Wedding/Reception <input type="checkbox"/> Party/Picnic <input type="checkbox"/> Fundraiser <input type="checkbox"/> Other (specify):						

Fees & Charges (Payable by cash or check) Make checks payable to the City of Pleasant Hill

(Office Use Only)

Rent Paid:	<input type="checkbox"/> Cash or <input type="checkbox"/> Check #	Receipt #	Processed by:	Date:
Additional information / signature required on back (over)				

General Policy Information

Reservations:	A "Special Event Application" must be submitted for the following: erecting tent or inflatable, amplified sound, open to the public, alcohol distribution, additional electricity, limited public access, road closing, additional toilets, vehicle access off of road/parking, catered/selling food, or additional trash containers. Reservations will be granted on a first come first serve basis. Priority shall be given to the city sponsored event. The city will assess fees to the applicant according to services provided. All users must submit the facility use agreement with payment in full to guarantee reservation. City sponsored events are not charged and security deposits are waved. Local leagues must have a league season lease agreement with the city for the use of specific ball field facilities and are encouraged to support public use of the fields when not in use. Each applicant shall be bound by all city rules and regulations and all applicable ordinances.
Access/Keys:	Access to the facility is only for the time(s) indicated on the agreement. Keys are obtained at city hall during regular business hours. The deposit shall be retained until the key is returned. The contact person shall return the key to the city hall no later than 4:00 p.m. of the next working day. If the key is lost or stolen the user is responsible for the cost of changing the locks & keys on the facility. The user is responsible for reporting loss of key, to the Pleasant Hill Police Department.
Refunds:	The city does not honor refunds for cancellations due to inclement weather. Cancellations must be made 30 days prior to the reserved date in order to receive a refund; less a \$10 cancellation fee for shelters and a \$50 cancellation fee for the Youth Center. There are no guarantees or refunds regarding the facility's suitability to the event, including but is not limited to; parking, appliances, heating or cooling, electrical (such as access to power and/or blown circuit breakers) and water supply. Appeals for refund may be made to the Park & Recreation Commission.
Non-Compliance:	Failure to abide by the facility use policy will prevent future reservations of any city facility. The Director or designee shall have the authority to summarily revoke a reservation upon finding a violation of any provision, thereof, or upon finding a violation of any City Ordinance, Rules and Regulations. The City reserves the right to refuse and cancel any rental at any time. Discrepancies and requests that are not consistent with this policy may be reviewed by the Park & Recreation Commission.

Shelter Use Policy

(8:00 a.m. to 10:00 p.m.) from mid-April through mid-October)

Conditions:	Sole use of the shelters is only for the time(s) indicated on the agreement. Renting a shelter does not guarantee the use of the fields or sole use of the rest of the park structures or facilities.
Prohibited Uses:	No keg beer of any size, party balls, hard liquor, or glass containers. No vehicles off of the roadways or parking areas.
Inspections:	The user shall agree to: <ul style="list-style-type: none"> ○ Remove and dispose of decorations. ○ Place all picnic tables in an orderly fashion within the shelter. ○ Survey the restrooms and grounds and dispose of non-contained trash that may have been left by their guests. ○ Dispose of all garbage in the dumpster or trash cans provided by the city.

Liability

The undersigned, being of legal age and in consideration of the opportunity to use certain facilities of the City of Pleasant Hill Parks and Recreation Department, and to participate in the activity identified above, hereby agree to assume full responsibility for any risk resulting from participation in any activity, and I further agree to indemnify and hold harmless the City of Pleasant Hill, the Parks & Recreation Department, their officials, and officers, employees, agents, and representatives, from any and all claims, causes of action, demands, and expenses of every kind, resulting from or relating to a third party or his/her property, arising out of use of the facilities or relating to the activity which is the subject matter of this executed form.

Further, I have read and understand the Park Regulations, as codified at Chapter 47 of the City Code, and the Pleasant Hill Parks and Recreation Facility Use Policy, and agree to abide by them, to ensure that other invited participants abide by said regulations and conditions, to assume responsibility for any theft, loss or damage of equipment, facilities, and grounds as a result of such use, and to fully reimburse the City for the expense of any theft, loss or damage, including excessive cleanup.

RENTER'S Signature

Date