

# PARK SHELTER/FIELD USE APPLICATION



Renter's Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Event Description: \_\_\_\_\_

Number of people attending: Adults \_\_\_\_\_ Children \_\_\_\_\_

Name of park/field: \_\_\_\_\_

Name of shelter requested: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Special Requests:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Parks & Shelters

Foss Park:

- North Shelter – \$50
- Center Shelter – \$75
- South Shelter – \$50

Twin City Park Shelter – \$50

Hamlet Park Shelter – \$50

## Fields

Equipment & services available to rent

## Rent Entire Park

Call for more information

*SHELTER RENTALS MUST BE PAID IN FULL AT TIME OF RESERVATION.*

*CANCELLATIONS 14 DAYS BEFORE THE EVENT RECEIVES THE FULL REFUND LESS A \$15.00 PROCESSING FEE. IF LESS THAN 14 DAYS PRIOR TO THE RESERVATION, YOU LOSE YOUR ENTIRE DEPOSIT.*

*Foss Park District's General Use Ordinance can be found on the website:*

***fospark-district.org***

## FOR OFFICE USE ONLY

Park Shelter Fee: \$ \_\_\_\_\_

Fields: \$ \_\_\_\_\_

Ranger: (required for 100 or more people, 2nd ranger required for 200 people) \$ \_\_\_\_\_

Total Amount Due: \$ \_\_\_\_\_

RECEIPT # \_\_\_\_\_

The undersigned agrees to the regulations and policies of the Foss Park District and assumes full responsibility for the facilities used, assumes all liability for his/her participants and holds harmless the Foss Park District, its Commissioners, its staff, and their family and heirs. Cancellations 14 days before the event receives the full refund less a \$15 processing fee; if less than 14 days prior to the event, you lose your entire deposit.

Signature of responsible person (must be 21 years of age): \_\_\_\_\_

Foss Park District staff administering to customer (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Request Reviewed by: \_\_\_\_\_

# PARK SHELTER/FIELD USE APPLICATION

Foss Park District Staff

## GENERAL PARK RULES

- All functions conducted in District parks or facilities must be held in accordance with District ordinances, policies and rules. Failure to do so may result in loss of privileges.
- Applicant must be present for entire rental and is responsible to see that all activities are properly controlled and supervised.
- Observe closing hours for park site (sunset, unless permitted).
- Alcoholic beverages are not allowed on District property.
- Vehicles are restricted to designated parking areas and are not allowed on grass areas or any other non-designated parking area.
- Loud music, obscene language or boisterous behavior disturbing the public peace is not permitted.
- Area must be cleaned after use, trash and recyclables placed in proper containers, and coals must be disposed of in designated hot coal containers.
- The building of fires other than in cooking grills is prohibited.
- District is not responsible for lost or stolen property.
- The Park Ranger will monitor Park Use Permits.
- Please make sure to have your permit copy with you.

## THE DISTRICT MAY DENY OR TERMINATE A PERMIT IF:

- The proposed activity or use of the park unreasonably interferes with or detracts from the general public environment of the park.
- The proposed activity and use unreasonably interferes with or detracts from the promotion of public health.
- The proposed activity is anticipated to interfere with the normal access and function of business and/or residents adjacent to the park.
- The proposed activity or use is anticipated to reasonably incite violence, crime or disorderly conduct which may entail unusual, extraordinary or burdensome expense for the District or police intervention.
- The park desired has been reserved for other use at the day and hour required in the application. If the proposed event is of such nature and duration that it cannot be accommodated in the requested park site. (District will attempt to accommodate by suggesting an alternate site)
- A permittee violates District rules, regulations or ordinances.
- Applicant fails to provide a required Certificate of Insurance.
- The District reserves the right to assess charges for damages and/or additional cleaning.
- An applicant fails to fully complete and sign the Permit Application and submit other required documents within the prescribed time requirements.
- An applicant misrepresents, falsifies, or withholds information.
- The event may exceed parking capacity or park capacity.
- The Park District reserves the right to approve or deny any request submitted for a Park Use Permit and to revoke any request previously granted, at any time.