



CITY OF YUMA
Parks and Recreation

One City Plaza P.O. Box 13012, Yuma, AZ 85366 • Phone: (928) 373-5243 (Main Office)
Fax (928) 373-5244 • E-mail parksandrec@yumaaz.gov

Parks & Recreation Facility Reservation Form and Use Agreement

Form with fields: Lessee/Organization, Non-profit Organization?, Contact Person, Email Address, Address, City, State, Zip, Phone, Cell, Fax, Requested Location of Event, Type of Event, Event Date, From, To, Set-up Time From, To, Expected Number of Persons Attending.

Will food and or alcoholic drinks be served (free)? Food [] Yes [] No Alcoholic Drinks [] Yes [] No
If yes, how many booths? Food Alcohol

Will food and or alcoholic drinks be sold? * Food [] Yes [] No Alcoholic Drinks [] Yes [] No
If yes, how many booths? Food Alcohol

Will there be any exhibitors that will sell products? [] Yes [] No If yes, how many?

Will an event entry fee be charged to participants? [] Yes [] No

*Special Event Liquor License must be obtained from City Clerk's Office at least 60 days prior to the event if alcohol is sold.

Additional Information/Special Requests:

Liability Insurance: The City requires Insurance. If you or your organization does not already have the required insurance coverage it may be purchased through the City (See Rental Guidelines, "Insurance").

The Lessee understands that if alcoholic beverages are to be consumed on the premises an alcohol permit or a special event liquor license is required. Glass bottles or containers are not allowed in parks and facilities. Only beer and malt liquor may be served.

The Concession Stands/Buildings located at our facilities are not available to be used or rented.

By the signature below, the Lessee acknowledges that he/she has read, understands, and agrees to abide by the Parks and Recreation Rental Guidelines attached hereto.

Lessee Signature [x] Date:

FOR DEPARTMENT USE ONLY

Approval by City Staff: Disapproved: Date:

Roll-off (Major Events Only):

Make check payable to: City of Yuma

Send payments to:

City of Yuma
Parks & Recreation Department
One City Plaza
P.O. Box 13012
Yuma, Arizona 85366-3012

Table with 2 columns: Item, Amount. Rows include Ramada Rental, Concession Fee, Area Rental Fee, Site Supervisor, Alcohol Permit, Clean up Fee, Equipment Rental.

Lining of Fields: \$ **Liability Insurance Required: Safari: Calendar:



Parks & Recreation
Facility Reservation and Use Agreement
Hours of Operation (One hour before Sunrise till 11:00 p.m.)

After hours emergency contact: Parks Personnel Phone Number 210-1319. (Wednesday-Sunday ONLY)

Set up and take down: Time allotted for set up of each event is as stated above. Lessor will be allowed 30 minutes after the above contracted event time to take down/clean up the facilities.

Payment

A deposit of 25% is due at the time of the reservation. Reservations will not be guaranteed without payment of the deposit. The balance due for the event shall be paid in full two weeks prior to the event or the event will be removed from the schedule. Refunds are not issued for unused time. Any labor costs incurred to provide additional support services such as moving equipment or marking fields will be charged to Lessee in the event the notice of cancellation is not received before services were completed. Make checks payable to **City of Yuma**. Mail payment to City of Yuma, Parks & Recreation Department, One City Plaza, P.O. Box 13012, Yuma AZ 85366-3012.

Non-profit Service Providers

Non-profit organizations using a City facility to offer a direct public service to residents of the City of Yuma must have I.R.S. § 501(c)3 status for the purposes of these guidelines and rental of facilities from the City of Yuma Parks and Recreation Department. Individuals, agencies or "Non-Profit Service Providers" using the facilities for a function other than providing direct public services must pay commercial rates.

Indemnity, Insurance and Security

Lessee shall hold the City of Yuma harmless from any and all liability, damages, costs, and expenses in connection with any and all claims, actions, or causes of actions for injury, death, or property damage arising from or out of Lessee's use and occupancy of the facility.

For any event anticipating 200 or more attendees, Lessee agrees to obtain, at its own expense, public liability and property damage insurance of not less than **\$1,000,000/\$2,000,000 aggregate**. The policy shall be a combined single limit for the benefit of third parties on account of any liability fixed by law and assessed, with City of Yuma named as an additional insured. If alcoholic beverages will be served during the event, separate Liquor Liability Insurance in the amount of **\$2,000,000** is required, in addition any other insurance. Lessee shall provide Certificates of Insurance, naming the City of Yuma, its officials, and employees as additional insured on all policies. All insurance shall contain a waiver of subrogation against the City, and shall be primary and not contributory to any coverage provided by the City. Certificates of Insurance with formal endorsements shall be provided to the City not less 14 days prior to the event. Failure to provide the required insurance with formal endorsements 14 days prior to the event will result in forfeiture of the use of the rented facilities and cancellation of the event by the City. All insurance must be provided by companies duly licensed to do business in the state of Arizona. All policies must be on a form satisfactory to the CITY.

Amusement rides, inflatable amusement rides, slides, and inflatable jumpers are not permitted on City property unless the Lessee and/or the owner of the amusement rides, inflatable amusement rides, slides, and inflatable jumpers provides the City of Yuma with proof of liability insurance for that equipment prior to the set up on City property. Such liability insurance shall name the City as an additional insured. The required insurance may be obtained from an insurance provider of Lessee's choice.

The Lessee MUST provide security personnel for commercial/private functions with 200 people or more attending. The size of the group and nature of the function will determine the number of guards required. The number of security personnel required is in the sole discretion of the City. Certified off-duty police officers or uniformed security guards must be contracted from a licensed agency. City staff shall have the authority to require security personnel whenever deemed necessary to protect the interests of the City. Proof of security personnel (if required) and certificate of liability insurance must be provided to the City of Yuma no later than 14 days prior to the scheduled event.

Cancellation Policy

An event cancelled in writing or in person will be refunded as follows:

Cancelled 60 days + = 100% of paid amount

Cancelled 14 days to 59 days = 50% of paid amount

Cancelled 13 days or less = no refund of paid amount

General Policies

Facilities may only be reserved by or persons 18 years or older. A designated responsible party must be in attendance throughout the scheduled time and a contact phone number must be provided to the Parks and Recreation Department prior to the event.

If there is an issue with the park or ramada that creates a problem for rental use, please call 373-5243 Monday through Friday, 8:00am to 5:00pm; or after working hours call **210-1319 (Wednesday-Sunday ONLY)**. Lessee must call the Parks and Recreation Department office during normal working hours or the after hours contact number within the first hour of rental in order to resolve the issue or to receive further consideration regarding rental fees. In case of an emergency call 911 or Police Dispatch at 783-4421.

Lessee acknowledges that he/she is renting a specific area (ball field, soccer field, partial park area) and that other activities may be taking place elsewhere in the facility. Please DO NOT interfere with other activities.

All regulations apply to the Lessee's guests and the Lessee is responsible for their conduct. Lessee shall be held monetarily liable for damage to equipment, furnishings and the facility. Replacement and repair of any equipment, furnishings or facilities will be made by the City of Yuma and the cost of such repairs or replacement will be charged to the Lessee.

If alcoholic beverages will be sold to the public at the event, a Special Event Liquor License must be obtained from the City's Clerk's office a minimum of 60 days prior to the event. Please call the Clerk's office at 373-5035 for more license information. If alcoholic beverages will be served for free to attendees at the facility, an alcohol permit is required and can be obtained at the Parks & Recreation Department. Please call Parks and Recreation at 373-5243 for more permit information. **Glass bottles or containers are not allowed in parks or facilities. Only beer or malt liquor may be served.** *If alcohol is found on the premises with out a license or permit, staff has the right to immediately terminate the function.*

All trash must be placed in appropriate containers. Containers are located throughout the facility. If more containers are needed, please add additional containers on the facility request form.

Only portable or table decorations may be utilized. *UNDER NO CIRCUMSTANCE shall anything be affixed (taped, stapled, glued or nailed) to City property.* The Lessee may not alter, temporarily or permanently, any part of the facility.

Parks personnel cannot control or monitor the type of equipment that is plugged into a ramada's electrical outlets. For that reason, there is no guarantee that the electrical outlets in any ramada will be functioning at the time needed. Please plan to bring a generator for your power needs.

Lessee shall comply with all federal, state and local fire and safety regulations. No open fire pits are allowed without prior approval.

Groups utilizing City facilities must comply with the provisions of the Americans with Disabilities Act of 1990, 42 U.S.C. Sec. 12101. This provision may be waived at the sole discretion of the City of Yuma if an alternative policy or method of dealing with ADA compliance issues in City-owned and leased facilities is adopted by the City Council.

The Parks and Recreation Department requires at least 3 working day's notice for any changes to the event plan as submitted. Approval for changes are subject to staff and park availability.

By signing below, I acknowledge that I have read and understand all the General Policies described above:

 X

Signature

Date