

CITY OF YUMA
Parks and Recreation

One City Plaza, Yuma, AZ 85364 • Phone: (928) 373-5200 (Main Office)
Fax (877) 782-2584 • E-mail parksandrec@yumaaz.gov

Parks & Recreation Facility Reservation Form and Use Agreement

Form with fields for Lessee/Organization, Contact Person, Address, Phone, Cell, Fax, Event Date, From, To, Set-up Time, and 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 [ ] Alcoholic [ ]
\*Please note additional fees may apply for events 100+ attendees.

Will food and or alcoholic drinks be sold? \* Food [ ] Yes [ ] No Alcoholic Drinks [ ] Yes [ ] No
If yes, how many booths? Food [ ] Alcoholic [ ]
\*Special Event Liquor License must be obtained from City Clerk's Office at least 60 days prior to the event if alcohol is sold.

Will there be any jumpers or waterslides? [ ] Yes [ ] No

Will there be any exhibitors that will sell products? [ ] Yes [ ] No If yes, how many? [ ]
\*All vendors are required to have COY Business License and TPT number.

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

Does event require the facility requesting to be closed to the general public? [ ] Yes [ ] No

Additional Information/Special Requests:

Large empty rectangular box for additional information or 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: \_\_\_\_\_

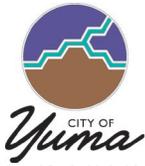
Reason: \_\_\_\_\_

Make check payable to: City of Yuma

Table with 2 columns: Item (Ramada Rental, Concession Fee, Area Rental Fee, Site Supervisor, Alcohol Permit, Equipment Rental, Special Event App) and checkboxes for Yes/No.

Send payments to: City of Yuma, Parks & Recreation Department, One City Plaza, Yuma, Arizona 85364

Special Event App: Yes [ ] No [ ] \*\*Liability Insurance Required: [ ] Active: [ ] Outlook: [ ]



**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 (928) 210-1319.**

**Payment**

A 25% non-refundable deposit must be paid within 3 business days of reservation approval and will be applied towards your total. A \$300 non-refundable deposit is due within 3 business days of reservation approval for tournaments and will be applied towards your total. Reservations will not be guaranteed without payment of the deposit. The balance due for the event shall be paid in full at least 30 days prior to the event or the reservation will be canceled. 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. Payments can be made at the City of Yuma Parks & Recreation Office, over the phone at (928) 373-5200 with a credit card or by mailing a check. Make checks payable to **City of Yuma**. Mail payment to City of Yuma Parks & Recreation Department, One City Plaza, Yuma, AZ 85364.

**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 or publicizing your event, 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.**

If the City determines, at its sole discretion, that the Reservation requires security, Renter shall, at Renter’s sole cost, hire a sufficient number of security officers, as set forth by the City, properly licensed by the state of Arizona. If alcoholic beverages will be served the Lessee must provide security personnel for event. 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**

Renter shall not receive a refund of any and all paid fees and costs associated with the Reservation if Renter cancels the Reservation sixty (60) days or less before the start of the Reservation. Renter shall receive a full refund, less the required deposit if Renter cancels Renter’s Reservation more than sixty (60) days before the start of the Reservation.

**Monthly Practice Reservations**

For practices limited to month to month reservation request the cancellation policy is as follows:  
Cancelled 14 days to 59 days = 50% of paid amount minus 25% non-refundable deposit  
Cancelled 13 days or less = no refund of paid amount

\*Permit is not transferable or refundable. No refunds will be made due to inclement weather.

**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 (928) 373-5200 Monday through Friday, 8:00 am to 5:00 pm; or after working hours call **(928) 210-1319**. 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 (928) 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 (928) 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 (928) 373-5200 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.*

Upon review some events may also require a Special Event Application. Available on-line at YumaAz.gov

If vendors will be present you must contact Business Licensing at (928) 373-5074 for details regarding City of Yuma business license requirements.

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 7 working days 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