FACILITY RESERVATION AGREEMENT
PARKS AND RECREATION DEPARTMENT
4477 Main Street, Shasta Lake, CA 96019
(www.cityofshastalake.org) Monday-Friday 7:00AM – 4:00PM
(530)-275-7400

FOR OFFICE USE ONLY
Rental Fee $______________ Amount received $______________ cash check
Security Deposit $______________ Date: ______________
Total $______________ Reservation taken by: _________________________

Mail Completed form to: City of Shasta Lake PO Box 777, Shasta Lake, CA 96019
Or drop off at City Hall 4477 Main St., Shasta Lake, CA M-F 7:00am – 4:00pm
CITY OF SHASTA LAKE PARKS & RECREATION DEPARTMENT
FACILITY USE POLICIES AND PROCEDURES

Anyone desiring use of a specific park area for a particular group must apply for a Facility Reservation Agreement. Park facilities are reserved first-requested, first reserved basis and requests should be made at least ten (10) days prior to event. Applications for exclusive use of entire park must be filed at least thirty (30) working days prior to the date of use. The adult (must be 18 years or older) signing the reservation form is the duly authorized representative for any and all damages, missing items and clean up. The user is required to clean up the area after use.

AGREEMENT:

Failure to comply with park regulations may result in denial of the right to use City facilities in the future. Agreements are revocable at any time for violation of rules, ordinances or state laws.

SET-UP/CLEAN UP:

Set up and clean up is only allowed during the time specified on the reservation agreement. Do not leave anything in the facility/park area before or after the time specified on the reservation agreement. The renter must leave the park and associated facilities in reasonable condition. Nails, staples and screws may not be used to hang decorations. If additional clean up is required as a result of rental or event, the renter will forfeit security deposit.

DAMAGE TO PARK PROPERTY:

If a park or associated facility is damaged as a result of a rental or event, the cost of labor and materials used for repair will be charged to renter.

PARK HOURS:

6:00AM – 11:00PM

FEES:

Margaret Polf Regional Park:* $75.00 per day/ $150.00 for 3 day tournament
Wynn Price Ball Field:* $75.00 per day/ $150.00 for 3 day tournament
Bizz Johnson Baseball Complex:* $75.00 per day/ $150.00 for 3 day tournament
Claire Engle Park:* (Band Shell) $50.00 per day, (Large BBQ/Picnic area) $20.00 per day

*Security Deposit $50.00

INSURANCE:

Insurance may be requested naming the City of Shasta Lake as additionally insured. The applicant will be required to have insurance forms before a permit is given.

CANCELLATION – REFUND POLICY:

A refund can be made to applicants requesting such a refund when the event was cancelled due to rain-out (if a call is received the next working date) or if the park reservation is cancelled by the applicant giving a least 5 days notice prior to date reserved.