



**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

PARK: _____ FACILITY: _____

DAY & DATE: _____ TIME: _____ TO: _____

APPLICANT/ORGANIZATION: _____

ADDRESS: _____ CITY/ZIP: _____

PHONE: HOME/CELL: _____ WORK: _____

TYPE OF EVENT: _____ # OF PARTICIPANTS: _____

E-MAIL ADDRESS: _____ CONTACT: _____

- ❖ Beer sales? ** No _____ Yes _____ *ABC License required*
- ❖ Live Band/ DJ* No _____ Yes _____ *If yes, purpose/type: _____*
- ❖ Concession sales? ** No _____ Yes _____ *If selling food contact Health Dept for permit*
- ❖ Tents?* No _____ Yes _____ *If Yes, Size _____ Number _____*
- ❖ Mechanical rides/inflatables?* No _____ Yes _____ *If yes, certificate of insurance must be provided*
- ❖ Special Event? ** No _____ Yes _____ *If yes, see Special Event Application*

*Subject to Department Approval ** Requires Parks & Recreation Commission authorization

Special Activities or Needs: _____

I agree to indemnify and save harmless the City of Shasta Lake and their employees, elected and appointed officials and agents from any and all liability from claims of bodily injury, property damage or any other nature whatsoever arising out of the use of City of Shasta Lake properties herein specified. I have received a copy of the Facility Use Policies and Procedures located on the back of this agreement and agree to abide by all the rules, regulations and policies established by the City of Shasta Lake for the use of parks and facilities; and to adhere to all specifications and limits listed.

Signature: _____ Date: _____

(Applicant must be 18 years of age or older)

RESERVATIONS:

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.