

PARK SHELTER RESERVATION AGREEMENT TERMS AND CONDITIONS

Groups up to 100 people: pay \$25.00 rental fee for any reservation made for the dates between April 1 – October 1. For other dates, no fee will be charged since restrooms may be closed due to winterization.

Groups of more than 100 people: **a special event application is required.**

- a. **Fee will be charged based on every 100 people in attendance.**
 - b. **Group is responsible for renting 3 cubic yard dumpster for trash. 1 dumpster for each 100 people.** Placement of dumpster(s) will be decided prior to delivery.
 - c. **Recycling is strongly encouraged.** Recycling information is available upon request.
 - d. **Group is responsible for renting portable restrooms for guests. One portable restroom for every 100 people, the first of which must be handicapped accessible.** Placement of portable restrooms must be decided prior to delivery.
1. **Beginning January 2 – December 31, 2003, reservations for Park/Shelter use will be made through the Longmont Recreation Services office, 700 Longs Peak Avenue, or by calling (303) 651-8404.**

Reservations can be made beginning the first business day following January 1 for any calendar day of that year. Park/Shelters are reserved on a first come, first served basis. Reservations can also be made over the phone with Visa or Master Card. A copy of the agreement must be present at the site during the scheduled use.

2. The schedule of activities and recreation programs as established by the Parks, Recreation and Golf Division will take priority over private use of facilities.
3. **Respect the City Parks.** Park / Shelter must be left in a clean and orderly condition upon completion of the scheduled use. It is not acceptable to leave any trash outside of the existing trash containers. Any extra trash must be taken out of the park when you leave. In the case of rented dumpsters, they must be removed by the next business day after the reservation. Keeping the area clean for all to enjoy is everyone's job. The renter accepts the responsibility to pay any damage repair or any extraordinary cleaning expenses that may occur to the shelter or the park due to the group's use. This would also include damages of turf, sprinkler head, etc. due to unloading and loading of equipment before and after the event. Do not drive on the turf unless prior arrangements are made with the City.
4. **Cancellations:** When the Recreation office is notified of a cancellation 3 business days before the scheduled reservation, a refund will be issued to the renter, minus a \$5.00 processing fee; otherwise, the renter forfeits the entire amount that has been paid.

5. Decorations / Signage will be permitted as long as they do not damage the shelter or environment, and must be in compliance with the City Codes (ordinances available at the City Clerk's office). All decorations / signage must be removed at the completion of the activity. Please deposit trash into trash receptacles or remove from site. When trash exceeds the capacity of the receptacle, the excess trash must be removed from the site.
6. Parks, Recreation and Golf Division will provide only those amenities located on the site, such as picnic tables, grills, etc. If you are using other equipment, these must be identified on your application. Please give recreation services a listing of all the things being brought into the park. Recreation Services can provide you with a listing of each park's amenities.
7. Live music is permitted as long as the group abides by the City of Longmont sound ordinance. Private groups and organizations inviting the public and /or charging admission on City property must obtain a "Use of Public Places Application" prior to this agreement approval. This application is available at Recreation Services or the City Clerk's office, and is processed through the City Clerk's office.
8. No reservation shall be issued except upon satisfactory assurance that the use of the Park / Shelter will be under the direct supervision of an adult (18 years or older).
9. **No alcoholic beverages** are allowed in or on City owned property. (City Ordinance #13.38.010)
10. All park activities must be concluded during the posted times. (City Ordinance #13.20.050):
 - Monday – Sunday 5 a.m. – 11 p.m.
 - For Roger's Grove and Golden Ponds activities must conclude by sunset.
 - Additional special conditions may be required.
11. **Renter releases City from and agrees to save and hold harmless, defend and indemnify City from all claims and damages or liability of any kind that may result from Renter's performance of services or use or occupation of facility, including claims alleging negligence or other wrongful acts or omissions of the City. Renter agrees that neither the City of Longmont, nor any of its officers, agents, volunteers, assistants, or employees shall be held responsible or made subject to any claims, including any claim for negligence, seeking to assess damages or liability for or arising from personal injury or property damage to self or others in attendance during the rental period. Renter releases and agrees to save and hold the City harmless for any claims for damages to the Renter resulting from the termination of the Agreement.**
12. Special event applications must be filled out completely and signed in order to be processed by Recreation Services. These requests may take up to 10 business days to process.