



## PARK USAGE APPLICATION

Organization (if applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Park or Area Requested: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Time Requested (including set-up and clean-up time): From \_\_\_\_\_ To \_\_\_\_\_

Purpose of Use: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Will alcoholic beverages be served? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Will anything be sold (i.e. food, beverages, etc.)? Yes: \_\_\_\_\_ No: \_\_\_\_\_

(If yes, vendors and concessionaries are required to obtain a food permit from the Health Department and a Transient Merchant License from the City Clerk's office.)

List items or equipment needed for the event: \_\_\_\_\_

List any items or materials to be brought on park grounds: \_\_\_\_\_

### DEPARTMENTAL APPROVALS OF APPLICATION FOR LARGE EVENTS:

Parks Director Signature &/or Comments: \_\_\_\_\_

\_\_\_\_\_

Police Department Signature &/or Comments: \_\_\_\_\_

\_\_\_\_\_

Public Works Department Signature &/or Comments: \_\_\_\_\_

\_\_\_\_\_

Risk Manager Signature &/or Comments: \_\_\_\_\_

\_\_\_\_\_

Approved by City Administrator: \_\_\_\_\_



## PARKS & SHELTER RESERVATION GUIDELINES & GENERAL REGULATIONS

**Reservations:** The City of Ottumwa Parks & Recreation Department has picnic shelters and park areas available for rent from April through September each year, except for the Railroad Clubhouse, which can be rented year round. Shelters and areas available for rent are *Jimmy Jones Pavilion, Ottumwa Park Rodeo Area, Sycamore Park Shelter, Memorial Park Shelter & Cabin, Wildwood Park Shelters # 1, 2, & 3, Foster Park, Union Park, Ottumwa Park Octagon Shelter, the Railroad Clubhouse, the Ottumwa Park Cabin, and Central Park*. Reservations may be made starting the first business day of that year, excepting Jimmy Jones and the Rodeo Area, which may be reserved one year in advance.

Reservations are for full day use: 8:00 AM – 11:00 PM, unless otherwise specified. Reservations must be paid in full at the time of booking, and users must complete and sign the Park Usage Application and Shelter Regulations. Reservations must be made through the Parks & Recreation Department, located at 1302 North Court Street. Telephone: 641-683-0687. Office hours are Monday – Friday, 8:00 AM – 4:30 PM.

**Fee Schedule:** All shelters and areas will be rented at a rate of \$35 per day, with the exceptions of Sycamore Park Shelter (\$50 per day plus \$50 damage deposit), the Ottumwa Park Cabin (\$100 per day plus \$100 damage deposit), Railroad Clubhouse (\$150 per day plus \$50 damage deposit), Jimmy Jones Pavilion (\$100 per day plus \$100 damage deposit), and the Ottumwa Park Rodeo Area (\$150 per day plus \$100 damage deposit).

**Cancellations:** Cancellations must be made three (3) business days before the date reserved to receive a full refund. Refunds will not be given due to weather conditions.

**Clean-up / Maintenance:** Organizations/users are solely responsible for the clean-up of the shelters after use. Trash **MUST** be taken to the nearest dumpster, except at Foster & Union Parks, where trash should be put in the trashcans. Users of the shelters will be responsible for any damage to/or destruction of the facility that occurs during their use. The user is responsible to see all signs placed at/or near the shelter are removed within 24 hours after the event. Users who fail to clean-up after their event could be banned from renting picnic shelters in the future. Do not park or drive on the grass. Silly string, chalk markings, and staples are not allowed at the shelters.

**Damage / Clean-up Deposit:** A deposit fee will be charged for Jimmy Jones Pavilion, the rodeo area at Ottumwa Park, the Ottumwa Park Cabin, the Railroad Clubhouse, and Sycamore Park Shelter. The deposit will be returned if the area is cleaned, no damage to the shelter house or surrounding area is noted, and no rules, regulations, city codes, or laws are violated. The amount refunded may be reduced for any cleaning, trash pick-up, or damage repairs necessary after the event, if needed.

**Approval of Shelter & Access Usage Plans:** All props, materials, and items brought on the shelter and surrounding area shall be approved by the Parks & Recreation Director before permitted on the grounds. Under no circumstances shall any organization/user construct, alter, dig, move, or remove any items from the shelter or park grounds without approval from the Parks & Recreation Director. Items which may have an adverse effect on the shelter or surrounding area may be prohibited or restrictions may be placed on the location of such items. Examples include dunk tanks, barbecue grills or pits, and beer kegs. **You MUST call Iowa One Call before digging holes or pounding posts in the ground (1-800-292-8989).**

**Noise Pollution:** Please consider other park visitors and neighbors. Excessively loud music and noise is **not allowed** and could **forfeit your security deposit or right to reserve a park shelter in the future**.

**Alcohol / Smoking:** Beer and wine are allowed, but no hard liquors or glass bottles. According to the Iowa Smoke Free Law, smoking is prohibited in public places where people gather.

**Picnic Tables / Utilities / Bathrooms:** Picnic tables, electric, water, and bathrooms are available as follows: Jimmy Jones (50 tables, electric, water, bathrooms), Sycamore (24 tables, electric, water, pit toilet), Memorial Shelter (8 tables, electric, water, bathrooms), Memorial Cabin (4 tables, electric, water, bathrooms), Wildwood # 1 & 2 (6 & 8 tables, electric, water, bathrooms), Wildwood 3 (8 tables, electric), Foster (4 tables, electric, water, bathrooms), Union ( 8 tables, electric, water, bathrooms), Octagon (8 tables, electric), & Central (electric). Please do not move picnic tables. The Railroad Clubhouse has electricity and a bathroom.

**Memorial Park Cabin, Ottumwa Park Cabin, and Railroad Clubhouse Keys:** Access to the cabin at Memorial Park, the Ottumwa Park Cabin, and the Railroad Clubhouse is by key. Keys must be picked up in the Parks & Recreation Department office during business hours before your scheduled event. Memorial Park Cabin keys must be returned to the deposit box outside the cabin directly after use. Railroad Clubhouse and Ottumwa Park Cabin keys must be returned to the Parks & Recreation Department office.

**Insurance Requirement for Large Events:** If required, submit a certificate of insurance liability, bodily injury, and property damage satisfactory to the City in the amount of \$300,000 for each person bodily injury and \$1,000,000 per occurrence of/or aggregate limit. **The City of Ottumwa must be named as an additional insured to the certificate of insurance.** Proof of insurance should be given to the City Clerk. Insurance will be required when holding public events, celebrations, and/or activities where 100 people or more are in attendance.

### CITY OF OTTUMWA HOLD HARMLESS AGREEMENT

I/We agree to indemnify and hold harmless the City of Ottumwa, its agents, employees, or any other person against loss or expense, including attorney fees, by reason of the liability imposed by law upon the City of Ottumwa for damage because of bodily injury, including death at any time resulting there from, sustained by any person or person, or on account of damage to property arising out of, or in consequence of this agreement, whether such injuries to persons or damage to property are due or claim to be due to any negligence of the City, its employees or agents or any other person. It is further understood and agreed that I/We shall, at the option of the City, defend the City of Ottumwa with appropriate counsel and shall further bear all costs and expenses, including the expense of counsel, in the defense of any suit arising hereunder.

**I, the undersigned person, do hereby state that I have read the above requirements for the Shelter Requirements, the Hold Harmless Agreement and have provided the Insurance Certificate Requirements, and that I am the designated person responsible for the Shelter.**

Signature \_\_\_\_\_

Date: \_\_\_\_\_