



TOWN OF CHINO VALLEY FACILITY RESERVATION APPLICATION

Town of Chino Valley
Parks & Recreation Department
1615 N Road 1 East
Chino Valley, AZ 86323

928-636-9780 ext. 1304
928-636-1433 - FAX

Facility Requested:

- Memory Park
- Recreation Building
- Community Center Field 1,2,3,4,5
- Memory Park - Ramada
- Old Home Manor – North
- Community Center Ramada
- Old Home Manor – South

Name of Organization: _____

Name of Applicant (person responsible for event(s)): _____

Mailing Address: _____

Phone: Home _____ Work _____ Cell _____

E-mail: _____

Date (s) of Use _____ Time of Event _____

Date & Time Requested for Set-Up _____

Description of Activity _____

Estimated number of Attendees _____ Total Hours of Use _____

Will you implement a charge for the event? Yes No

Will food be served? Yes No

Will you be setting up equipment, decorations, etc.? Yes No

Please give a brief description to any "Yes" answers above: Yes No

Rental Fee:	
Rental Fee	\$ _____
Total Due	\$ _____
Receipt Number	_____

Deposit:	
Deposit	\$ _____
Key Deposit	\$ _____
Total Deposits Due	\$ _____
Receipt Number	_____

Certificate of Insurance Received _____

TOWN OF CHINO VALLEY RESERVATION RULES AND REGULATIONS

It is the goal of the Town of Chino Valley Parks & Recreation Department (also "Department") to provide your organization with clean and safe recreational facilities. We will continue to strive to accommodate your recreational and facility needs while working within our Department's parameters.

The following are the rules and regulations for all reservations:

1. All reservations will be accepted for up to one calendar year in advance, beginning on January 1st and ending December 31st.
2. All reservation requests must be placed with the Town of Chino Valley Parks & Recreation Department at 1615 N. Road 1 East, Chino Valley, AZ 86323 or via telephone at (928) 636-9780 extension 1304 or via email to ksiggins@chinoaz.net.
3. Use of facilities will be permitted in the following priority:
 - A. Town sponsored programs, events or leagues
 - B. Town co-sponsored programs, events or leagues
 - C. Organizations serving more than 200 Chino Valley youth participants
 - D. Organizations serving more than 200 Chino Valley adult participants
 - E. Non-profit sponsored community special events which are open to the general public
 - F. All others; reservations scheduled on a first come, first serve basis
4. All reservation requests must be accompanied by a detailed schedule of your event(s). This schedule must contain all dates and times of the event(s) including games, practices and/or any other event/tournament that may take place during the time of your reservation. If your organization does not have a game schedule at the time your request is submitted your request will need to state the date a game schedule will be made available to the Department, so that the Department has the ability to reserve the requested facility.
5. All reservation requests for fields must include a detailed description of field(s) set-up for your event(s).
6. All changes (i.e. field set-up or scheduling changes) to your original request must be submitted in writing no later than 10 working days prior to the reservation date.
7. **At no time shall an organization perform or otherwise handle repairs, maintenance or prevent set-up without the prior written approval from the Parks & Recreation Department.** Failure to comply with this guideline can result in the immediate termination of the organization's reservations.
8. A repair request may be submitted by filling out a repair request form, available in the Department Office located at 1615 N. Road 1 East, Chino Valley, AZ 86323. If the repair concerns fields and/or ramadas, it will be reviewed by the Recreation Manager. Repairs will be addressed with respect to safety and Department priority. Every reasonable effort will be made to provide a timely response.
9. Sharing of fields or facilities with other groups is prohibited without the prior written consent of the Parks & Recreation Department.
10. User hereby assumes and shall bear the entire risk of loss and or damage to the facility and/or equipment of the Town of Chino Valley. In the event of loss or damage of any kind to a facility or equipment, user shall place the same in as good a condition as when received or replace same with equal or better to the satisfaction of the Town Manager or designee.

11. The Town of Chino Valley makes no warranties, either expressed or implied, as to any matters whatsoever, including but without limitation, to the condition of its premise or equipment.
12. If weather forces the reserving organization to reschedule an event(s), it will be the reserving organization's responsibility to extend the current reservation to cover any additional days or times that may be needed. Any extensions must be submitted to the Recreation Office in writing. This includes an advance rain-out schedule for all games.
13. The Parks & Recreation Department reserves the right to cancel or suspend any and all events with little or no notification in the case of inclement weather, unsafe conditions or damage to the facilities or fields as well as but not limited to, repair and maintenance.
14. The User will be responsible for the clean-up of all decorations, debris, waste or trash and securing all debris, waste or trash in provided receptacles before leaving the area. The failure to comply with this may result in the cancellation of your organization's reservations or the loss of your equipment/damage deposit.
- 15. Vehicles are prohibited from being on the fields at any time and for any reason.**
- 16. PARKING IN ANY NON-DESIGNATED AREA OR ON THE ROADWAY IS PROHIBITED UNLESS POSTED FOR PARKING. VEHICLES PARKED IN ANY 'NO PARKING' ZONE OR UNAUTHORIZED AREA OR VEHICLES PARKED, IN SUCH A MANNER AS TO POSE A DANGER TO OTHERS MAY BE REMOVED AT OWNER'S EXPENSE. CONCESSIONS/EQUIPMENT DROP-OFF MUST NOTIFY DEPARTMENT IN ADVANCE.**
17. **No alcohol is permitted on Town Property** unless a Special Event Liquor License has been obtained and prior approval has been obtained from the Town.
- 18. Unlawful possession of drugs is prohibited on Town Property.**
19. Payment of the entire reservation cost plus the entire amount of the deposit shall accompany this facility reservation agreement. Payments must be received at time of signing agreement. Deposits will be cashed and returned pending facility(s) returned to an acceptable condition as determined by the Town.
20. The Parks & Recreation Department reserves the right to require proof of insurance for certain activities.
21. The Parks & Recreation Department reserves the right to cancel all current and future reservations if the reserving organization is found to be in violation of any park or facility rule or guidelines, including, but not limited to, improper use, damage or abuse.
22. Any advertising listing any Town facility where an event is to be held must be approved by the Recreation Manager prior to distribution. The Town of Chino Valley ordinances are to be followed.

23. WAIVER OF LIABILITY AND HOLD HARMLESS/INDEMNITY AGREEMENT:

In consideration of my application and permitting the above-named Applicant and Organization to reserve and use Town facilities, including but not limited to fields, ramadas and parks, I hereby take responsibility for myself and for all participants in said Organization, including but not limited to coaches, officials, referees, workers, players, and spectators (hereinafter referred to collectively as "participants") and any participants' assigns as follows: (A) Waive, release and discharge the Town of Chino Valley and its directors, officers, employees, volunteers, representatives and agents of any kind (hereinafter referred to collectively as "Releasees") from any and all liability for any incidents that occur while on the property that I am requesting to reserve. Incidents include but are not limited to death, disability, personal injury, property damage, property theft or actions which herein after accrue to myself

