



TOWN OF CHINO VALLEY RAMADA RESERVATION GUIDELINES & AGREEMENT

It is the goal of the Town of Chino Valley Parks & Recreation 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 guidelines and fees are for the reservation of all Town Park Ramada facilities:

1. All reservation requests need to be submitted to the Town of Chino Valley Parks & Recreation Department, PO Box 406 Chino Valley, AZ. 86323 **in writing**.
2. Use of facilities will be permitted in the following priority:
 - A. Town sponsored programs, event, 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 open to the general public
 - F. All others: reservation scheduled on a first come first service basis

In order to implement the above policies the Parks & Recreation Department:

- Hosts an annual facility allocation meeting, whereby requesting individuals or organizations submit a formal letter of request indication dates, time and specific facilities.
- Compose and distribute yearly allocations calendars to the requesting parties
- Utilize existing reservation policies to accommodate requests

3. User hereby assumes and shall bear the entire risk of loss or damage to the facility and/or equipment of the Parks & Recreation Department. 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 Parks & Recreation Director.
4. The Parks & Recreation Department makes no warranties, either expressed or implied, as to any matters whatsoever, including but without limitation, the condition of its premise or equipment.
5. The Parks & Recreation Department reserves the right to cancel or suspend any and all reservations in the case of inclement weather, unsafe conditions or damage to the facilities.
6. The reserving party will be responsible for the clean-up of all decorations, debris, waste or trash and securing all decorations, debris, waste or trash in provided receptacles before leaving the area. The failure to comply with this may result in the cancellation of the reserving parties' right to reserve the facilities in the future and/or the loss of all or part of the damage deposit.
7. All vehicles must park in designated parking areas only. Absolutely no vehicles inside of the parks at any time or for any reason.
8. Fee waiver requests must be written and submitted 60 days prior to scheduled event. Requesting party will receive notification concerning the approval or denial of their request in a timely matter.
9. **No alcohol is permitted on Town Property** unless a Special Event Liquor License has been obtained and prior approval has been obtained from Town of Chino Valley.
10. Payment for the entire reservation cost plus the entire amount of deposit shall accompany the facility reservation agreement. Payments must be in the Recreation Office at time of signing agreement. Deposits will be cashed and returned pending facility(s) returned to an acceptable condition as determined by the Town.
11. The Parks & Recreation Department reserves the right to require proof of insurance for certain activities.

12. 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 guideline or of the following guidelines but not limited to, improper use, damage, abuse, or to abide by any of the above listed terms.
13. Renting party shall contact the Parks & Trails Superintendent regarding any problems or concerns at (928)308-1582 or (928) 636-9780, extension 7101.
14. **In consideration of my application and permitting me/us to reserve facilities, I hereby take responsibility for myself and for all participants in this organization, including but not limited to players, spectators, referees (herein after referred to as participants) and assign as follows: (A) Waive, Release and Discharge from any and all liability for any incidents that occur while on the property that I am requesting to reserve. Incidents include but not limited to death, disability, personal injury, property damage, property theft or actions which herein after accrue to myself or any participant the following entities or persons: The Town of Chino Valley and their directors, officers, employees, volunteers, representatives and agents of any kind; (B) Indemnify and Hold Harmless the entities or persons mentioned in this paragraph from any and all liabilities or claims made by other individuals or entities as a result of any of my/our actions during this/these events. This release and hold harmless includes death, injury or damage to property caused or alleged to be caused or alleged to be caused in whole or in part by the negligence of the Town or its employees, agents or otherwise. This Accident Waiver and Release of Liability shall be constructed broadly to provide a release and waiver to the maximum extent permissible under applicable law. I hereby certify that I have read this document; and I understand its content. I understand that I am signing as the representative for the below stated organization and, as the representative, I am responsible for communicating the above stated guidelines to the organization members including, but not limited to, coaches, participants and parents.**

Signature of Representative: _____ Organization: _____

Date _____ Phone(s): _____ Address: _____

Email: _____ Town of Chino Valley/By: _____

TYPE OF ACTIVITY & SPECIAL INSTRUCTIONS

FEE SCHEDULE

***1/2 day cut off is at 1:00 PM**
(Dawn until 2:00pm and 2:00pm until dusk)

RENTAL		
1/2 DAY * <input type="checkbox"/> \$18.00	FULL DAY * <input type="checkbox"/> \$36.00	DEPOSIT <input type="checkbox"/> \$30.00
FACILITY		
MEMORY PARK RAMADA	COMMUNITY CENTER RAMADA	

Total due at time of signing reservation agreement \$ _____

Date(s) of reservation: _____

Time of Reservation: _____

DEPOSIT STATUS

Authorized to refund deposit to: _____

Deposit refunded: \$ _____ Date: _____ Check#: _____ By: _____

Authorized by: _____ Date: _____

Placed on master calendar on _____ by: _____

Work order completed on _____ by: _____