

Town of Chino Valley Community Services

Physical Address: 1527 N Rd 1 East | Mailing Address: 1982 Voss Drive #201
Chino Valley, AZ 86323 | P: 928-636-9780 | Emergency Numbers: | 928.533.6824 Bekah | 928.925.4686 Morgan

RESERVATION REQUEST

Refund Not Promised Once Agreement is Signed

TODAY'S DATE: _____

ORGANIZATION: _____

PERSON RESPONSIBLE: _____

The "Person Responsible" agrees to be at the selected Park, Ramada, or Field and to attend the said function for the entire duration of the time of agreement.

CONTACT PHONE: _____

EMAIL: _____

FACILITY:

Ramada and Parks

- Memory Park
- Memory Park Ramada
- Community Center Ramada
- Memory Park Playground Ramada

Community Center Fields

- Field 1 (Lights Available)
- Field 2 (Lights Available)
- Field 3 (Lights Available)
- Field 4
- Field 5

Building/Room

- Community Center Side A
- Community Center Side B
- Senior Center
- Aquatic Center Conference Room

DATE(S) REQUESTED: _____
(Month, Day, Year)

TIME(S) NEEDED: _____

TIME IN: _____ TIME OUT: _____

PURPOSE/DESCRIPTION: _____

ANTICIPATED NUMBER OF PARTICIPANTS: _____

CHECK ALL THAT APPLY:

- Will you implement a charge for the event?*** Yes No
- Will food be served? Yes No
- Will you be setting up equipment or decorations? Yes No
- Will your event be open to the public? Yes No

Please give a brief description to any "Yes" answers above:



The User agrees to the following charges as set forth below. A request for waiver of non-refundable fees may be submitted in writing to the Community Center Administration Staff for approval prior to signing this agreement. The Administrative Staff are the only designated persons able to waive fees. **Security/Damage deposits are required for all rental agreements - for ALL Users.**

FEE SCHEDULE: RAMADAS/MEMORY PARK

1.	All Users
a.	\$36.00 Half Day (up to 6 hours)
	\$72.00 Full Day

FEE SCHEDULE: ATHLETIC FIELDS – FIELDS ARE CLOSED DECEMBER-JANUARY

2.	Field Rental	3.	Private/Commercial/Business/Non-CV Youth
a.	\$75.00 Half-Day (up to 6 hours)	a.	\$25.00 per hour per field
b.	\$150.00 Full Day		

FEE SCHEDULE: ATHLETIC FIELD LIGHTS

4.	All Users
a.	\$10.00 per hour per field, paid before rental otherwise lights will not be available

FEE SCHEDULE: BUILDING/ROOM

1.	All Users
a.	\$125.00 Half Day (up to 6 hours)
	\$250.00 Full Day

FEE CALCULATION

- 1. **Ramada/Memory Park Rentals**
 - a. \$36.00 Half Day = \$ _____
 - b. \$72.00 Full Day = \$ _____
- 2. **Field Rentals**
 - a. \$75.00 Half Day = \$ _____
 - b. \$150.00 Full Day = \$ _____
- 3. **Field Lights:**
 - a. _____ # of hours X _____ # of fields (\$10.00 per field per hour) = \$ _____
- 4. **Building Rentals**
 - a. \$125.00 Half Day = \$ _____
 - b. \$250.00 Full Day = \$ _____
- 5. **Deposits:**
 - a. \$500.00 Refundable Field Damage Deposit = \$ _____
 - b. \$300.00 Refundable Building Damage Deposit = \$ _____
 - c. \$53.00 Key Deposit (per key) = \$ _____

****All Users are responsible for cleaning the Community Center or Senior Center at the conclusion of their event. Cleaning must be done to the satisfaction of management; otherwise, a \$150.0 cleaning fee will be taken out of the damage deposit.**

***** All fees are due at the signing of the agreement.**

TOTAL AMOUNT DUE AT SIGNING OF AGREEMENT = \$ _____

PLEASE READ THOROUGHLY BEFORE SIGNING

SUPPLEMENTAL RULES AND REGULATIONS FOR THE USE OF TOWN OF CHINO VALLEY FACILITIES

It is the goal of the Town of Chino Valley Community Services 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 Rules and Regulations shall be observed in accordance with the "Park Rules" in the Town Ordinance Chapter 92.
2. All reservations will be accepted for up to one calendar year in advance, beginning on January 1st and ending on December 31st.
3. The Town of Chino Valley, Conference Room, or any Community and Senior Center activities will be given first preference for use of the facility and/or equipment.
4. Community requests for permission to use Conference Room or either Center facility must be initiated through Administrative staff.
5. All reservation requests must be placed with the Town of Chino Valley Community Services Department at 1527 N. Road 1 East, Chino Valley, AZ 86323 or via telephone at (928) 636-9780, or via email to recreation@chinoaz.net.
6. 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 scheduled 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.
7. All reservation requests for fields must include a detailed description of the field(s) set up for your event(s).
8. 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.
9. **At no time shall an organization perform or otherwise handle repairs or maintenance without 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.
10. Temporary fencing may be required at Town's discretion and is the user's responsibility for setup and tear down. All fencing must be approved by the Town.
11. Stakes required for securing items such as temporary fencing, bouncy houses, canopies, etc... may not exceed 12 inches in length, unless supervised by the Parks Department at the moment of placement.

12. A repair request may be submitted by filling out a repair request form, available in the Department Office located at 1527 N. Road 1 East, Chino Valley, AZ 86323. If the repair concerns fields and/or ramadas, it will be reviewed by the Parks and Recreation Managers. Repairs will be addressed with respect to safety and Department priority. Every reasonable effort will be made to provide a timely response.
13. **Vehicle Access and Restricted Areas: Including but not limited to Fire Lanes, Concession Building Access Roads, Athletic Fields, and Sidewalks**
 - a. Vehicles are prohibited from being on the fields at any time and for any reason.
 - b. **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 THE OWNER'S EXPENSE. CONCESSIONS/EQUIPMENT DROP-OFF MUST NOTIFY THE DEPARTMENT IN ADVANCE.**
 - c. No vehicles shall be permitted on any turf or sidewalks, unless under the direct supervision of the Parks Department.
 - d. Parking is not permitted within the fire lane
 - e. Users may use the fire lane entrances for access to the concession stand and User Group storage sheds but must lock gates behind them to avoid unauthorized vehicle access.
 - f. Users are limited to 1 or 2 vehicles max in restricted areas
 - g. There shall be no parking or driving within 6 to 8 feet of any fence in the Restricted Area to avoid damage to irrigation valves and water supply lines.
 - h. Fire lane gates must remain closed at all times
14. Sharing of fields or facilities with other groups is prohibited without the prior written consent of the Community Services Department.
15. Animals of any kind are restricted from **ALL FIELDS** during the hours that a User Group has rented the facility.
16. Animals of any kind are restricted from the playground area and playground equipment at all times.
17. 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, the 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 of Chino Valley.
18. 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.
19. 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 advanced rain-out schedule for all games. The organizer must contact the Community Services Department to reschedule the make-up date, however, the date will not be guaranteed until approved by Administrative staff.
20. The Community Services 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.

21. 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. Failure to comply with this may result in the cancellation of your organization's reservations or the loss of your equipment/damage deposit.
22. The User shall observe the following specific rules. The User agrees to be responsible for ensuring the event is conducted in conformance with the following rules:
 - a. No smoking or vaping of any substance shall be allowed in any Town buildings/facilities. Designated areas are provided outside at the front of the building.
 - b. Gambling anywhere in the Center(s) is prohibited and enforced by the Chino Valley Police Department. Violations could result in arrests/fines.
 - c. **No alcohol is permitted on Town Property.**
 - d. **Unlawful possession of drugs is prohibited on Town Property.**
 - e. Persons attending functions shall confine themselves to the specific areas of the facility assigned in the request. Failure to do so may result in the forfeiture of any deposits.
 - f. The User shall not condone disorderly conduct of any kind and any offender shall be asked to leave or otherwise be ejected by the police.
 - g. The number of persons in attendance shall not exceed the normal capacity of the facility granted for use.
 - h. Concession or kitchen rights shall be reserved for the Center unless specifically stated otherwise.
 - i. The Center Administrative staff shall be responsible for interpreting these policies.
 - j. The User is responsible for all setup and replacement of chairs, tables, and equipment to their original places prior to leaving the event. Please do not drag tables and chairs across the floor. Remember, time for set-up and clean-up needs to be included in the total hours needed for the contract period.
 - k. The User is also responsible for dusting and dry mopping the area of the Center(s) used during the said event.
23. **No overnight parking** unless the User Group has been given permission by Administrative staff.
24. Payment of the entire reservation cost plus the entire amount of the deposit shall accompany this facility reservation request. Payments must be received at the time of signing the agreement. Deposits will be returned pending facility(s) returned to an acceptable condition as determined by the Town.
25. The Community Services Department reserves the right to require proof of insurance for certain activities.
26. The Community Services 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.
27. The park is a public space for the community and the public is still allowed access and use of the park regardless of a rental. User Groups must allow the public access and use of the park within reason and maintain a respectful presence while doing so. Any complaints from the public against the User Group in question will be taken very seriously by the Town and may result in the cancellation of your organization's reservation as well as future reservations.
28. Any advertising listing any Town facility where an event is to be held must be approved by the Community Services Department prior to distribution. The Town of Chino Valley ordinances are to be followed.

29. 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 hereinafter accrue to myself or any participants; (B) Indemnify and hold harmless Releasees from any and all liabilities or claims made by other individuals or entities as a result of any of the Applicant's and Organization's actions during any reserved event(s). This Waiver of Liability and Hold Harmless/Indemnity Agreement include death, disability, personal injury, property theft, or property damage caused or alleged to be caused in whole or in part by the negligence of the Releasees

I am not under any legal disabilities that prevent me from being legally bound by this Waiver of Liability and Hold Harmless/Indemnity Agreement. I understand that this Waiver of Liability and Hold Harmless/Indemnity Agreement is intended to be as broad and inclusive as is permitted by the laws of Arizona and that if any portion hereof is held to be invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I understand that I am signing as the representative for the below-stated Organization and, as the representative, I am responsible for communicating the guidelines, rules, and regulations set forth herein to the Organization members including, but not limited to, coaches, referees, officials, workers, players, participants, and parents.

ACCEPTANCE

By: _____ Date: _____
Representative for Event

By: _____ Date: _____
Town of Chino Valley – Community Services Representative

Community Services Use Only:	
Approved by: _____	Date: _____
Date key was issued: _____	Date put on calendar: _____
Date key returned: _____	Deposit Returned: _____
Amount of Fees: _____	Certificate of Insurance Received: _____
User Group Number: _____	