



FACILITY RESERVATION FORM

PARKS – RAMDAS - FIELDS

Town of Chino Valley Recreation

Physical Address: 1527 N Rd 1 East | Mailing Address: 1982 Voss Drive #201
Chino Valley, AZ 86323 | P: 928-636-9780 | Emergency Number: 928-848-5441

FACILITIES RENTAL AGREEMENT

No Refunds Once Agreement is signed

Please be advised any gatherings larger than 50 people is currently prohibited. If this limitation is not followed by your organization, this agreement will be void and no further activities with your organization will be granted.

TODAY'S DATE: _____

ORGANIZATION: _____

PERSON RESPONSIBLE: _____

The "Person Responsible" agrees to be at the Community Center Building and to attend said function for the entire duration of time of contract.

CONTACT PHONE: _____

EMAIL: _____

FACILITY REQUESTED:

Ramada and Parks

- Memory Park
- Memory Park Ramada
- Community Center Ramada
- Other _____

Community Center Fields

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

Needs:

- Water
- Power
- Trash
- Restrooms
- Bounce Houses
- Lawn needs

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

TIME(S) NEEDED: _____

PURPOSE/DESCRIPTION: _____

CHECK ALL THAT APPLY:

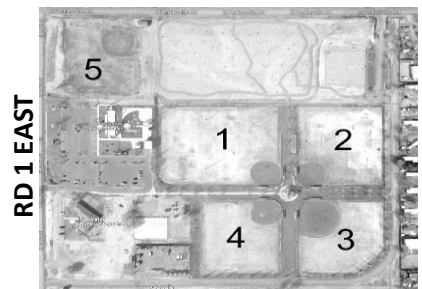
- Will you implement a charge for the event?*** Yes No
- Will food be served? Yes No
- Will you be setting up equipment or decorations? Yes No

***TOCV Business License Required: _____

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

If anything has been checked in above Box please contact the Parks Supervisor Jason Olson @ 928-273-0282.

PERKINSVILLE RD



Community Center Use Only:

Approved by: _____ Date: _____

Date key was issued: _____ Date put on calendar: _____

Date key returned: _____ Cleaning Check List Provided: _____

Amount of Fees: _____ Deposit Returned: _____

Certificate of Insurance Received: _____

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

1. All Users a. \$36.00 Half Day (up to 6 hours) \$72.00 Full Day	
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FEE SCHEDULE: ATHLETIC FIELDS

2. Chino Valley Youth Leagues a. Season: \$100.00 one-time fee b. Tournaments (off season): \$65.00 per field	3. Private/Commercial/Business/Non-CV Youth a. \$25.00 per hour per field
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FEE SCHEDULE: ATHLETIC FIELD LIGHTS

4. All Users a. \$10.00 per hour per field	
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FEE CALCULATION

- 1. **Ramada Rentals**
 - a. \$36.00 Half Day = \$ _____
 - b. \$72.00 Full Day = \$ _____

- 2. **Field Rentals: Chino Valley Youth League**
 - a. ____ Season (\$100 one-time fee) = \$ _____
 - b. ____ # of fields tournament (\$65.00 per field) = \$ _____

- 3. **Field Rentals: Private/Commercial/Business/ Non-CV Youth**
 - a. ____ # of hours X ____ # of fields (\$25.00 per field per hour) = \$ _____

- 4. **Field Lights:**
 - a. ____ # of hours X ____ # of fields (\$10.00 per field per hour) = \$ _____

- TOTAL AMOUNT DUE AT SIGNING OF AGREEMENT = \$ _____**

Receipt Number: _____

*** Non-Profit organizations must provide a non-profit number: _____

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

Accepted this ____ day of _____, 20____

By, _____
Town of Chino Valley – Community Center Building Representative

Accepted this ____ day of _____, 20____

By, _____
Representative for event

**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 Rules and Regulation 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 December 31st.
3. All reservation requests must be placed with the Town of Chino Valley Parks & Recreation Department at 1527 N. Road 1 East, Chino Valley, AZ 86323 or via telephone at (928) 636-9780 extension 1304 or via email to dgray@chinoaz.net.
4. 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
5. 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.
6. All reservation requests for fields must include a detailed description of field(s) set-up for your event(s).
7. 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.
8. **At no time shall an organization perform or otherwise handle repairs or maintenance 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.
9. Temporary fencing may be required at Town’s discretion and user’s responsibility for setup and tear down. All fencing must be approved by the Town.
10. 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 Lead at the moment of placement.
11. 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

NO
MORE
THAN 50
PEOPLE

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.

12. Vehicle Access and Restricted Areas: Including but not limited to Fire Lanes, Concession Building Access Road, 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 OWNER'S EXPENSE. CONCESSIONS/EQUIPMENT DROP-OFF MUST NOTIFY 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 later supply lines.
 - h. Fire lane gates must remain closed at all times
13. Sharing of fields or facilities with other groups is prohibited without the prior written consent of the Parks & Recreation Department.
14. Animals of any kind are restricted from the athletic fields during the hours that a User Group has rented the facility.
15. Animals of any kind are restricted from the playground area and playground equipment at all times.
16. 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.
17. 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.
18. 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.
19. 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.
20. 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.

21. **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.
22. **Unlawful possession of drugs is prohibited on Town Property.**
23. 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.
24. The Parks & Recreation Department reserves the right to require proof of insurance for certain activities.
25. 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.
26. 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.
27. 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.

28. 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 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 includes 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 Center Representative