



APPLICATION FOR USE OF CITY FACILITIES & EVENTS ON CITY PROPERTY

Revised 12/30/2022

ORGANIZATION OR CUSTOMER INFORMATION

Name of Customer or Organization: _____

Contact #1 Name _____ Phone: (_____) _____

Emergency Contact: _____ Phone: (_____) _____

Mailing Address: _____

City _____ State _____ Zip _____

E-mail Address: _____

Type of Organization: Government School 501 (c) 3 Private Other: _____

Is this a special event? No Yes **if yes, you must also fill out the attached special event addendum**

FACILITY/OTHER INFORMATION

Facility Options: (Please check)

Show Low City Park:

- Senior Field
- Ponderosa Field
- Williams Family Field
- City Park Old Pavilion
- City Park New Pavilion

Other:

- Nikolaus Homestead Field East
- Nikolaus Homestead Field West
- Nikolaus Homestead Field Utility
- Frontier Field East
- Frontier Field West

- City Campus Gym (key card required)
- Pickleball Courts
- Recreation Room 1
- Recreation Room 2
- Other _____

Dates: _____

Times: _____

(Requested time should allow for set-up and clean-up of the facility)

RESERVATION/CANCELLATION FEE AND SECURITY DEPOSIT ARE DUE WITH RESERVATION SUBMISSION

The Customer, its guests, agents, performers or employees agrees to keep and hold the City of Show Low harmless from any and all liability, damages, costs and expenses in connection with any and all claims, actions or causes of action for injury, death, personal or property damage arising from or out of the use and occupancy of the facility. It will be the responsibility of the Customer to follow all applicable local, state and federal safety rules and regulations and maintain safe conditions for workers, activity patrons, guests, and the public. The Customer will be held financially responsible for any breakage or other damage caused to the interior or exterior or the contents of the City of Show Low facility(ies) during the period for which the Customer contracts the facility. I understand there are risks of physical injury to the participant(s). Considering all possible risks, on behalf of the participant(s) and myself, I voluntarily waive, release, discharge, and hold harmless the City of Show Low, its employees, supervisors, elected and appointed officials, agents, representatives and volunteers from all claims for all injuries to participant(s), no matter how severe. This waiver does not extend to any such claim or liability that is caused solely and exclusively by the gross negligence of the City of Show Low or its employees, supervisors, elected and appointed officials, agents, representatives, and volunteers. Participant(s) agree that they may be photographed and/or videotaped for the promotion of City of Show Low programs. A certificate of insurance and endorsement naming the City of Show Low as additional insured must be provided to the City in a minimum of \$1,000,000 liability per occurrence, \$2,000,000 aggregate. The insurance must include a waiver of subrogation protecting the City, also the insurance must be primary and non-contributory.

I agree that I have read, understand, and will comply with the above guidelines and the guidelines attached as Exhibit A.

Print Name of Customer

Signature of Customer

Date

For City office use only

| | <u>Price</u> | | <u>Amount</u> | <u>Total</u> |
|---|--------------|---|---------------------|--------------|
| <u>Pavilions (no staples or nails allowed)</u> | | | | |
| Security/Cancellation/Cleaning Deposit - \$100 | \$ 100 | | | \$ _____ |
| Rental Fee - \$25 per day | \$ 25 | X | _____ (# of days) | \$ _____ |
| <u>Buildings (no cleats in city buildings)</u> | | | | |
| Security/Cancellation/Cleaning Deposit no food - \$50 | \$ 50 | | | \$ _____ |
| Security/Cancellation/Cleaning Deposit with food - \$150 | \$150 | | | \$ _____ |
| City Campus Gym Security/Cleaning/Damage Deposit - \$500 | \$500 | | | \$ _____ |
| Rental Fee - \$20 per hour | \$ 20 | X | _____ (# of hours) | \$ _____ |
| <u>Fields</u> | | | | |
| Security/Cancellation/Cleaning Deposit - \$500 | \$500 | | | \$ _____ |
| Rental Fee - \$100 per day, per field | \$100 | X | _____ (# of days) | \$ _____ |
| | \$100 | X | _____ (# of fields) | \$ _____ |
| Field Prep Fee - \$50 per prep, per field | \$ 50 | X | _____ (# of days) | \$ _____ |
| | \$ 50 | X | _____ (# of fields) | \$ _____ |
| Staff Fee - \$20 per hour | \$ 20 | X | _____ (# of hours) | \$ _____ |
| Additional Maintenance Fee - \$50 per hour (2 hr.mn) | \$ 50 | X | _____ (# of hours) | \$ _____ |
| <u>Concession Stand Facility (Navajo County Health Permit may be required)</u> | | | | |
| Security/ Cleaning/Damage Deposit - \$500 | \$500 | | | \$ _____ |
| <u>Special Events</u> | | | | |
| Reservation/Cancellation Fee - \$250 | \$250 | | | \$ _____ |
| <u>Additional fees</u> | | | | |
| Light Fee - \$10 per hour | \$ 10 | X | _____ (# of hours) | \$ _____ |
| Practice Field Use - \$20 per hour (two-hour block minimum) (traveling teams, private use) | \$ 40 | X | _____ (# of blocks) | \$ _____ |
| Portable Fencing - \$100 | \$100 | | | \$ _____ |
| Key Rental Fee/Deposit - \$25 | \$ 25 | | | \$ _____ |
| | | | Total Due | \$ _____ |
| | | | Total Paid | \$ _____ |

Deposit/fees paid? No Yes **Refund of deposit?** No Yes, if yes date processed: _____

Insurance received? N/A No Yes, if yes endorsement received: No Yes

Is this a non-profit? N/A No Yes, if yes proof of non-profit 501 (c) 3 received: No Yes

Is this a special event? No Yes, if yes date sent to P&Z: _____ Date received by P&Z: _____

Site plan attached? N/A No Yes **What level of special event is this?** A B

Is a special event meeting required? No Yes, if yes Meeting date: _____ Time: _____

Special Instructions: _____

Authorized by: _____ **Permit #:** _____ **Issued:** _____

Exhibit A



CITY OF SHOW LOW FACILITY USE POLICIES

City of Show Low facilities are available for city-sponsored, governmental, school, private, and non-profit organizations.

Application

Requests must be submitted at least ten (10) business days prior to your requested dates. The Application for Use of City Facilities and Lights is required to secure your reservation. You will be notified within 5 working days regarding the status of your facility reservation request. Person(s) making facility reservations must be at least 18 years of age. The person who makes the reservation will be designated as Customer. Applications can be accepted beginning January 1 of calendar year requesting.

Qualifications

The Customer who has signed as the responsible party on the Application for Use of City Facilities and Lights must be present throughout the entire time of the activity. All activities must be under competent, adult supervision with the organization using the facility assuming full responsibility for any injuries, damage to the facility, or the equipment. The use of facilities and special equipment shall be authorized by the City of Show Low.

The city does not allow any activity or event which may result in damage or disturbance to the facility. All activities, events or entertainment at the city recreational facilities must be appropriate for the facility and be approved in advance by the City of Show Low. At all times, the City of Show Low functions have first priority for facility use. The city also reserves the sole right to determine appropriate uses.

Reservation Changes/Cancellations

Cancellations must be received at least 48 hours prior to the schedule use of the facility. Any changes or cancellations of reservations must be made by the Customer who signed the Application for Use of City Facilities and Lights. If notice of cancellation is not received by the City of Show Low at least forty-eight (48) hours prior to the date of the event, the Customer shall be responsible for all expenses incurred by the department relating to such request and may forfeit their deposit.

Insurance

A certificate of insurance **and** endorsement for all days of the event (including set-up and take-down) naming the City of Show Low as additional insured with a minimum policy value of one million (\$1,000,000) liability per occurrence, two million (\$2,000,000) aggregate is required. Also, the city **requires a waiver of subrogation** protecting the City and the applicant's insurance must be **primary and non-contributory** and state that on the certificate. Insurance must be received a minimum of 10 business days prior to the event taking place.

Activities Prohibited

The following activities are prohibited:

- Smoking within 20 feet of buildings
- Hitting/Throwing of balls into fencing, buildings or walls
- Charcoal grilling or fires except in designated areas
(With the exception of fire restrictions as issued by the City of Show Low)
- Alcohol is not permitted on premises of an organized athletic event
- Alcohol is not permitted inside any city building
- No Cleats of any kind allowed in City buildings.
- **No staples or nails can be used on the Pavilions.**

Hours of Operation

The city facilities are typically open from 6:00 a.m. to 10:00 p.m. Reservations may be taken during normal business hours (8:00 a.m. – 5:00 p.m.) and any reservation cannot conflict with regular on-going activities.

Verification of Facility Use

Verification of reserved facility is contingent upon final approval from the City of Show Low. Nothing is finalized until you or your organization receives a copy of the Facility Use Permit signed by a designee of the City of Show Low. Do not advertise your meeting or event until this time.

Facility Set-up/Clean-up

Set-up and clean up of the contracted area will be the responsibility of the user. All facilities are to be cleaned and restored to their original condition after use. If upon examination the facility is deemed to be in disrepair and/or unclean, the city will arrange for any necessary repairs or custodial services and costs will be billed to the Customer. The Customer or organization will not be allowed to use the facility again until all repair and service costs are reimbursed to the city. The customer shall ensure that the facility is secured. All doors, windows and any gates shall be locked and checked. If door is found propped open (i.e., rocks, pebbles, chairs) a fine will be issued and key will be revoked. Facility is monitored by security cameras. **Requested time should allow for set-up and clean-up of the facility.** It is up to the responsible party to assure that the requested time limits are adhered to. A clean-up/damage security deposit and a reservation/cancellation fee are required along with your Application for Use of City Facilities and Lights. Refund of the full deposit is dependent upon the condition of the facility remaining the same as at the time of rental. Refund will be returned to Customer via check. Please allow up to three weeks to receive refund.

Light Use

If lights will not be used during a scheduled time, Parks and Recreation staff must be notified so that the lights can be turned off. Any lights scheduled but not used or cancelled will be charged to the Customer at the rate of \$10/hour.

Key Card Information

Key fee/deposit in the amount of \$15 is due prior to pick-up of the key. The key(s) shall be picked up no more than two business days prior to first use and returned to the Parks and Recreation Department the next business day following rental or season. The issued card will work during scheduled facility use only. A refundable key deposit of \$15 will be refunded upon timely return of key. Refund will be returned to Customer via check. Please allow up to three weeks to receive refund. A \$15 fee will be assessed to Customer if key is lost or stolen.

User Guidelines

The Customer contracting to use a city facility will provide the coordinator with all advertising materials, schedules, act.

The city does not provide any storage space for events. All materials needed for an event must be brought at the time of set up and removed immediately after the event. The city shall not be held liable for any loss or damage to items left in their facilities.

No vehicles are allowed inside of the facility for any reason, unless specified or allowed by city staff.

User will be responsible for conduct of guests and the city has the right to ask disorderly individuals to leave the premises. User must fully understand that use of the premises may be terminated by a staff member at any time if the guidelines are violated.

Group Qualifications

Priority of fields/facilities will be allocated as follows:

1. City of Show Low sponsored or co-sponsored activities and programs
2. Show Low School District programs
3. Non-profit programs or organizations
4. All other programs, teams, special events or organizations

CITY OF SHOW LOW FIELD USE AGREEMENT FOR SPORTS ORGANIZATIONS

All members of your organization must follow the terms and conditions: (Coaches, Players, Volunteers and Spectators)

1. Each user group must appoint a Field Representative to serve as a liaison between the group and Parks & Recreation for the purpose of scheduling, planning and dealing with issues that may arise.
2. A security deposit is required for Youth Sports Organizations. This deposit is refundable and will cover some of the cost of damage to facility, excess trash and unoccupied light use fees.
3. Each user group must provide a copy of all game schedules to Parks & Recreation prior to the start of the season or tournament
4. No smoking or use of tobacco products
5. No alcoholic beverages permitted at athletic event
6. No pets allowed on City of Show Low sports fields
7. Users must keep the area clean and free of litter – fields, dugouts, bleachers, gyms
8. Youth groups and must provide their own paint, chalk and Quick-Dry to the city.
9. City staff will line and prep fields Monday through Friday for approved youth groups or city sponsored events.
10. Any specialized equipment must be provided by the organization

SPECIAL EVENT ADDENDUM

Level A = Any new events or an event that includes any of the following, alcohol, food, vendors, multi-day events, expected attendance over 100 people, charging admission, street closures, impacts to the public or any other impacts which require City services. Level A events **require** a special event meeting.

Level B = Returning events with no previous issues, less than 99 people, minimal set up and no special city services are needed. Level B events will not require a special event meeting. Private parties such as birthdays and weddings where an invite is required for attendance are not considered a special event.

REQUIRED- Level A and B special events taking place on city property must have a certificate of insurance **and** endorsement for all days of the event (including set-up and take-down) naming the City of Show Low as additional insured with a minimum policy value of one million (\$1,000,000) liability per occurrence, two million (\$2,000,000) aggregate is required. Also, the city **requires a waiver of subrogation** protecting the City and the applicant's insurance must be **primary and non-contributory** and state that on the certificate. Insurance must be received a minimum of 10 business days prior to the event taking place. I/We plan to obtain insurance through:

Traditional Insurance - If you obtain special event insurance through traditional insurance, the city **requires a waiver of subrogation** protecting the City and the applicant's insurance must be **primary and non-contributory** and state that on the certificate of insurance

OR

GatherGuard.com - contact the City of Show Low Safety Loss Coordinator at 928-532-4012 with any questions on how to use Gather Guard.

How many people do you expect to attend the event? (if unsure, provide your best estimate) _____

Is this event open to the public? No Yes Will tickets be sold for this event? No Yes

ELECTRICITY, RESTROOMS AND STRUCTURES

Is restroom access needed? No Yes If yes, any event expecting more than 99 attendees may need to provide portable toilets. Portable toilets shall be provided if the event takes place more than 200 feet away from a public restroom at the rate of one (1) toilet for every 100 people expected. One (1) hand washing station is required for every 10 portable toilets.

Will there be any tents, canopies, or temporary structures? No Yes If yes, please indicate the size _____ please note that each corner shall be weighted with a minimum of 40 pounds or more depending on manufacturer recommendations, **no stakes are permitted in any city fields.** In addition, enclosed tents over 400 square feet in size or open canopies over 700 square feet require a permit from Timber Mesa Fire and Medical District (TMFMD). Please contact TMFMD at (928) 537-5100 regarding any questions about their permitting requirements.

Is electricity needed? No Yes If yes, the city does **NOT** provide spider boxes or cables, the applicant is responsible for providing those items. There are six (6) poles each with a 20-, 30- and 50-AMP outlets, if an event requires more than this, you will need to provide your own generators.

Will the event take place after dark? No Yes If yes, indicate the time lights are needed _____ : _____ to _____ : _____

Will the event use a stage or platform? No Yes If yes, indicate the size and how it will be secured _____

SPECIAL CIRMUMSTANCES

Will alcohol be served? No Yes If yes, a special event liquor license application must be submitted to the Arizona State Liquor Board and City Clerk a minimum of 21 days prior to the special event.

Will there be vendors*? No Yes If yes, provide the full name of the individual and their date of birth on the next page. *Vendors are required to follow all Arizona Department of Revenue requirements for reporting taxes.

Will there be vendors serving food? No Yes If yes, a valid inspection from an Arizona Fire District and a food permit from Navajo County Health Department is required.

Will there be fireworks or pyrotechnics? No Yes If yes, approval from the City of Show Low Chief of Police and Timber Mesa Fire and Medical District is required. An additional insurance policy specifically covering fireworks or pyrotechnics is also required.

Will the event impact public streets or sidewalks? No Yes If yes, describe how you will minimize the impact to the public: _____

Do you need any barricades or cones? No Yes If yes, indicate how many you need _____

Will there be any music, P.A. system, generators, or loud noises? No Yes If yes, please indicate what and when. Please note that the applicant is responsible for complying city code 19.25.190 (A) *Noise* and may be cited by the police department if noise related to the special event is more than the levels permitted by city code.

ADDITIONAL INFORMATION

Describe first aid, medical, traffic and security provisions: _____

Vendor names and date of birth (attach additional pages if needed): _____
