

EVENT RESERVATION FORM

PRIORITY

City activities and co-sponsored programs shall have first priority in reserving any facility. All other requests will be processed in accordance with guidelines outlined in the Policy for use of Public Facilities.

ORDINANCES

All local and state ordinances and laws must be observed.

All electric or gas powered generators, tents, trailers, etc. must be removed nightly (No overnight camping is permitted), unless special permission has been granted.

It is prohibited to start a fire in a park, except in designated areas such as fire rings, portable stoves or grills.

RULES & REGULATIONS

The City retains the right to cancel any event due to field, weather conditions or inappropriate conduct of tournament directors or participants.

All weekend adult tournaments require, at the applicant's expense, a City employee to supervise the event. Supervisor requirements may vary due to size and nature of tournament.

Any violation of rules, by the applicant or an associated group, shall be sufficient grounds to forfeit the damage deposit and prohibit future use of City facilities.

Damage Deposit Fee: Applicants are required to submit a deposit. This fee is due to the Recreation office one week prior to the tournament or event.

Your damage deposit will be returned or applied to your event fee, once the facility key has been returned and the facility has been inspected and determined to be in satisfactory condition. In the event damage does occur, the permit holder accepts responsibility for all costs incurred, even those above and beyond the deposit fee.

Rental Fee: Applicants must submit a check for the estimated fees prior to the event. This fee

will be reviewed and adjusted accordingly following the event.

Specific rental fees are detailed on the Event Reservation form.

HOURS

Game Times 8:00 a.m. - 9:00 p.m.
Park Closes..... 10:30 p.m.

Lamar Amendments: On Sunday, no games may begin prior to 11:00 a.m. on all fields. City sponsored events may start at 8:00 a.m. on fields #24, #25 and #26. Park closes at 10:30 p.m.

ALCOHOL

Sec. 17A-4.Y PROHIBITED ACTS
Possess or consume any alcoholic beverages in all City Park and open space areas with the exception of River Oaks Municipal Golf Course during any adult sports tournament held on a Friday, Saturday and Sunday, or any combination of these days.

SMOKING

It is unlawful to smoke, carry a lighted cigar, cigarette, pipe, etc. in any municipal building.

MOTORIZED VEHICLES

Motorized vehicles or machines are not permitted on the grass or field areas for unloading of equipment or parking. The permit holder is responsible for the orderly parking of participant vehicles in the designated parking areas.

EQUIPMENT

Any use of recreational or other City equipment must be approved on the park permit. Any apparatus or other equipment moved into the building must have prior approval and must be removed promptly, so as not to interfere with normal City programs. Furniture and equipment may not be removed from the building without permission. Due to irrigation lines, if tents are being used, stakes may not be longer than 12" without the approval from the City.

CONCESSIONS/VENDING/PARKING

The City reserves the right, either directly or through its designated representative to operate or receive a percentage of the gross earnings for concession sales, vending sales or parking fees when tournaments are scheduled.

CLEAN-UP AND CARE OF FACILITY

The permit holder is responsible for the orderly clean up of all debris and refuse on park property. Picnic tables should be cleared of debris and food residue. All garbage and debris should be put in plastic bags and placed in garbage receptacles.

The permit holder is responsible for the cleaning and care of all building facilities reserved.

Please be sure you have left floors, counters, tables and walls clean. Also, be sure the bathrooms are tidy. All trash should be removed and placed in appropriate receptacles.

If a dumpster is donated, the Recreation Department must have a letter from the trash hauler as a guarantee. The City reserves the right to determine the size of the dumpster.

For health reasons, the City reserves the right to place additional dumpsters and satellite units as necessary at permit holder's cost.

PERMIT HOLDER LEGALITIES

Permit holders may not assign, transfer, sublet or charge a fee for the use of the facility. All permits shall be revocable and shall not be considered a lease. The City may reject any application or cancel any permit.

PERMIT HOLDER RESPONSIBILITIES

All activities must be under competent supervision. The permit holder will be the first person to enter the building and the last to leave. The permit holder shall assume full responsibility for any unlawful act committed in the exercise of the permit.

INDEMNIFICATION

Persons, clubs and organizations using the City facilities indemnify the City for any and all damages by any person or persons attending the event and all damages to any persons or property.

APPLICANT CLASSIFICATIONS

Class 1 – No Charge

- City of Cottage Grove sponsored events.

Class 2

- Youth Athletic Association
 - league play
 - league practices
 - in-house tournaments
- Public and Private Schools
 - league play
 - league practices
 - in-house tournaments

Class 3

- Youth Athletic Association
 - open division tournaments
- Public and Private School
 - open division tournaments

Class 4

- Cottage Grove
 - residents
 - businesses
 - clubs & organizations
 - churches

Class 5

- Any non-resident individual, group, team, organization, business, church, or school outside the City limits of Cottage Grove.