**City of Rogers Parks and Recreation Department**

**22350 South Diamond Lake Road, Rogers, MN 55374**

**Phone: 763-428-1033 Fax: 763-428-0033**

**2019 Park Facility Use Agreement**

**Keys for Triangle & NCP can be picked up at Rogers Activity Center/ice arena one to two days prior to rental date.
Return keys within a couple of days after event.**

***Lions Central Park***

*21400 Rouillard Ave.*

*-shelter picnic area w/ electricity, small ball field, playground, restrooms*

*[formerly Triangle Park]*

***North Community Park***

*13750 Bittersweet St.*

*-soccer, ftball & ball fields w & w/out lights, gazebo, play-ground, building restrooms*

*NOTE: Playgrounds CANNOT be reserved – open to public at all times.*

 (formerly Triangle)

Date Form Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Park Requesting: [ ]  Lions Ctrl Park [ ]  North Community Park (NCP)

Rental Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of Activity/Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Monday [ ]  Tuesday [ ]  Wednesday [ ]  Thursday [ ]  Friday [ ]  Saturday [ ]  Sunday

Organization/Group: (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated Attendance: ­­­­\_\_\_\_\_\_\_\_

Time: From \_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_ [**Include set up/take down time**]

Person in Charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reserving: [ ]** Picnic Shelter **[ ]** Warming House/ Restrooms [ ]  Other *(electricity, lights)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Field Reserved:** [ ]  **$35.00** Field with Lights **[ ]  $20/field (NCP)** Field Type: *(ball/football/soccer/volleyball)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Note: Field availability will be verified by Parks & Recreation/request**

**REFUNDS: Refunds will be issued if notified of cancellation a minimum of one-week prior date of reservation. A $5 Administration Fee will be assessed.**

**No last-minute refunds, except for extenuating circumstances, will occur. We may be able to find alternate date.**

**HOLD HARMLESS AGREEMENT**

In consideration of the receipt of this permit from the City of Rogers, the Permittee hereby releases the City of Rogers from all injury and any liability of any kind arising from the Permittee’s use and occupancy of City property and agrees to indemnify and HOLD HARMLESS the City of Rogers, its agents, or servants.

***In*** no event shall the City of Rogers be liable for any damage or injury to Permittee or any agent or employee or to any person coming upon the premises in connection with the Permittee’s use and occupancy of the premises.

***Permittee*** acknowledges that it shall reimburse the City of Rogers for any and all damage to property of the City of Rogers, its agents, and/or its servants, as a result of the use and occupancy of the premises (ordinary wear and tear excepted) by Permittee, its agents or servants or by any person coming upon the premises during the Permittee’s use as an invitee or licensee of the Permittee.

***Permittee*** agrees that the rights and obligations under the permit and this agreement shall insure to and be binding on its successors and assigns.

***This*** HOLD HARMLESS agreement **MUST** be signed by Permittee and received and signed by the City of Rogers before any permit will be issued.

I have fully informed myself of the contents of this agreement before signing it and I do hereby agree to the following stipulations regarding use of the park, equipment, shelters, etc.:

1. Keys for park shelter or bathrooms will be picked up & returned upon final clean-up/lock-up to the Rogers Activity Center. (If applicable)
2. Park Shelter/Gazebo rental fee for **residents**: < 50 people [ ]  $40 50-100 [ ]  $60 >100 [ ]  $120
3. Park Shelter/Gazebo rental fee for **non-residents**: < 50 people [ ]  $50 50-100 [ ]  $80 >100 [ ]  $150

**For Office Use Only:**

\_\_\_\_\_ Available

\_\_\_\_\_ Not Available
Alternate site is available: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
CE notified: \_\_\_\_\_\_\_\_\_\_

Maintenance notified of set-up on: \_\_\_\_\_\_\_\_\_\_

Cust notified: \_\_\_\_\_\_\_\_

Total Cost: \_\_\_\_\_\_\_\_\_\_

Paid Date: \_\_\_\_\_\_\_\_\_\_\_

Payment Form: \_\_\_\_\_\_

Check #: \_\_\_\_\_\_\_\_\_\_\_\_

Billed Date: \_\_\_\_\_\_\_\_\_

**Special Events:** *[Escrow fee based upon actual expenses incurred & all reimbursables]*
Permit Fee (Flat Fee) $ 60.00 **\*NON-REFUNDABLE**

Event w/in City Park only (i.e., concerts) - *Escrow to be set by Facility Director* $250.00 minimum/escrow

Event using City trails, sidewalks, streets, etc. (i.e., charity walks, runs)
 *Escrow to be set by Facility Director*  $750.00 minimum/escrow

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Applicant), agree to pay all fees related to park and field usage.** (Printed Name)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 (Applicant Signature) (Date)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 (City of Rogers Permit Approval) (Date)

**For Office Use Only:**

\_\_\_\_\_ Available

\_\_\_\_\_ Not Available
However, alternate site is available: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Maintenance notified on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paid Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Billed Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_