

## Parks Reservation Application

Name of Organization or Individual \_\_\_\_\_

Person Supervising Activity \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_  

Street
City
State
Zip

Date of Event \_\_\_\_\_ Number in Attendance \_\_\_\_\_ Reservation Start Time \_\_\_\_\_ Reservation End Time \_\_\_\_\_

Day of Week \_\_\_\_\_ Type of Event \_\_\_\_\_

Amplified Sound:  NO (I.e., Bluetooth Speaker, CD Player) - *Noise Regulations Explained*   
 YES (I.e., Amp, Megaphone) - *Noise Variance Application Provided*

	Facility Requested	# of Tables in Shelter
	Harleman Large <b>Covered</b> Shelter	<b>23</b>
	Harleman Small <b>Covered</b> Shelter	<b>8</b>
	Mariposa Large <b>Covered</b> Shelter	<b>12</b>
	Mariposa Small <b>Covered</b> Shelter	<b>2</b>
	Dogwood Small <b>Covered</b> Shelter	<b>4</b>
	Water Park (no covered shelter)	<b>6 in park</b>

The applicant and the applicant's group shall indemnify, defend and hold harmless the City of Cornelius from any claim, loss, or liability of any kind arising out of or related to users' activities at any Cornelius City facility shelter or park. I have read and agree to abide by the park regulations established for use of a Cornelius City Park. I agree to leave the reserved area in neat and clean condition, without damage.

User Signature \_\_\_\_\_ Date \_\_\_\_\_

Rcv'd/Approved By \_\_\_\_\_ Date \_\_\_\_\_

Department Manager's Approval \_\_\_\_\_ (For events larger than 150)

### Rental Procedure

- Reservation requests are received at the Public Works office at 1300 S Kodiak Circle at least 48 hours in advance of requested use date.
- Reservations are not confirmed until the application has been approved.
- Reservations provide exclusive use of shelter only & does not guarantee number of tables available for use.
- Reservations are taken beginning January 1 for the same year rental season.

### Cancellation Policy

- Cancellation should be made at the earliest possible date.

### General Park Rules and Regulations

- Please clean the area following the event.
- If others will not yield your reserved area to you when requested, please call the non-emergency **Washington County Dispatch** number (503) 629-0111.
- Staples are **not** allowed to attach tablecloths, decorations, signs, etc. to picnic tables, shelters or trees.
- **Inflatable amusement rentals (e.g. bounce houses) are not permitted.**
- **Alcoholic beverages are not permitted.** This law is strictly enforced.
- Park hours are **dawn** to **dusk** daily.
- **Motorized vehicles** are **prohibited** except in parking areas.
- Dogs must be on a leash.
- Dog excrement must be immediately removed and disposed of by the animal keeper, possessor or owner.
- There are no reserved parking areas. Parking is first come, first served.
- All reservations are subject to posted Park Regulations.

### A Certificate of Insurance naming the City as an Additional Insured is required for the following:

- Caterer preparing food in park
- Rented tents/canopies or tables and chairs
- Port-a-Potties
- Field Reservations for seasonal organized sports, tournaments, and other large events.