

CITY OF KINGSBURG

PARK APPLICATION AND USE PERMIT

PLEASE INDICATE WHICH PARK APPLICANT IS APPLYING FOR -SEE REVERSE FOR MAP AND USE POLICIES

\_\_\_\_\_ Memorial Park (Sierra & 18<sup>th</sup> St.)

\_\_\_\_\_ Downtown Park (Marion & Lewis St.)

DATE OF RESERVATION \_\_\_\_\_

TODAY'S DATE \_\_\_\_\_

**APPLICANT INFORMATION** (Applicant must be 18 years or older)

Name of Applicant or Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone (Home #) \_\_\_\_\_ Business#: \_\_\_\_\_

**FACILITY INFORMATION**

FACILITY AREA: \_\_\_\_\_

Time- From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Rental: \_\_\_\_\_

NUMBER OF PEOPLE \_\_\_\_\_ WILL THERE BE LIVE MUSIC? YES / NO

PLEASE CIRCLE THE FOLLOWING

Electricity: YES / NO Bounce House: YES / NO

If you have a Bounce House, please list the company: \_\_\_\_\_

<b>FEES - FOR OFFICE USE ONLY</b>	
Facility Rental Fee .....	\$ _____
Electricity Fee .....	\$ _____
<b>Total Due .....</b>	<b>\$ _____</b>
Insurance Required	YES / NO
Special Events Permit Required	YES / NO

KINGSBURG POLICE DEPARTMENT WILL BE NOTIFIED OF ALL PARK PERMITS. PARKING ON THE GRASS IS NOT PERMITTED. USE AND CONSUMPTION OF ALCOHOLIC BEVERAGES IS PROHIBITED DO NOT MOVE PARK BENCHES OR TABLES FROM ASSIGNED AREAS  
\*IF YOU NEED ASSISTANCE DURING YOUR RESERVATION, CALL KPD (559)897-2931\*

The undersigned agrees to indemnify, defend (with legal counsel acceptable to the City of Kingsburg) and hold harmless the City of Kingsburg and its officials, agents, employees and officers against any and all liability, losses, claims, damages, fees of attorneys, and other expenses which the City or its agents, employees or officers may sustain or incur in consequences of the use by the undersigned or its invitees or arising out of any act or activity conducted by the undersigned on facilities owned by the City, including but not limited to, sums paid or incurred in connection with claims, suits, or judgment or paid or incurred in attempting to procure release from liability for any person injured as a result of the activities herein referred to.

Applicant agrees to comply with and abide by all of the provisions of this Application and Use Permit.

Applicant has received a copy of and has read the City of Kingsburg's facility rules and regulations and agrees to comply with and abide by them and cause all persons present at the facilities to abide by and comply with them.

I hereby certify that all the information provided above is correct.

**APPLICANT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

<b>FEES PAID</b> _____	<b>DATE PAID</b> _____	<b>DATE EMAILED</b> _____
<b>PERMIT ISSUED BY</b> _____	<b>DATE SPECIAL EVENT PERMIT COMPLETED</b> _____	

**SEE REVERSE FOR MAP AND FACILITY USE POLICIES**

# CITY OF KINGSBURG PARK FACILITY USE POLICIES

1. Rentals occur on a first come, first serve basis, unless otherwise authorized by Department and/or City Manager. If at any time during your reservation, there is an issue/problem, please contact the Kingsburg Police Department immediately at (559)897-2931\*
2. City facilities may be used between the hours of 7:00am and 10:00pm.
3. An application must be completed and all fees paid before a reservation can be made.
  - a. ID will be checked to verify residency.
  - b. If the reservation includes a bounce house, the following information needs to be received by City staff:
    - i. Name of the bounce house company
    - ii. Insurance must be submitted by the bounce house company naming the City of Kingsburg as an additional insurer.
    - iii. A confirmation must be received by staff, confirming the order of the bounce house.
    - iv. PLEASE NOTE: YOUR APPLICATION WILL NOT BE PROCESSED UNTIL THIS INFORMATION IS RECEIVED. THE CITY HAS A FIRST COME FIRST SERVE POLICY, IF YOUR INFORMATION IS NOT RECEIVED, YOUR SPOT MAY BE LOST TO ANOTHER RESERVATION.
4. User must provide a certificate of general liability listing the City of Kingsburg as additionally insured in an amount not less than \$1,000,000 when using bounce houses, dunk tanks and any other recreational equipment during the scheduled rental period. The use of water slides, water bounce houses or any other water play equipment is prohibited.
5. If the user must cancel the approved rental date, he/she must do so AT LEAST 3 business day prior to the event to receive a refund of ½ of the rental fee. If weather causes the approved scheduled event to be canceled, contact with the City must be made within one business day to receive a refund of ½ of the rental fee.
6. The Department requires the user to clean the site after use, depending on the nature of the event. NO VEHICLES ARE ALLOWED ON PARK GROUNDS. Non – compliance may void approved application for further use.
7. User assumes the responsibility of replacing and/or repairing any equipment, facility amenities, etc., damaged during the rental use.
8. Individuals, groups, clubs, and organizations may schedule a facility for weekly or monthly functions and may at any time be preempted for City sponsored events and activities; however adequate advance notice will be given.
9. Any violation of the facility use policies will result in the immediate voiding of the Park Facility Use Permit, user will not be eligible for a refund either part or in full.
10. The City of Kingsburg may, for good cause, suspend the rules contained herein and/or develop additional rules governing use as it deems necessary.
11. In the event of an appeal of an administrative decision regarding the use or policy, the appeal shall be filed in writing, clearly stating the reasons therefore, and shall be processed as follows until resolved:

1. Community Services Coordinator
2. City Manager
3. Community Services Commission
4. City Council

