Mesquite Nevada

RECREATION AND PARKS DEPARTMENT

Pavilion/Facility/Equipment Reservation Form

Application Information **(applicant must be at least 18 years of age)**

Facility/Pavilion/Equipment Requested: _____ Event Date(s**):** _____
M T W T F S S

Start Time:_____ am/pm End Time: _____ am/pm Estimated Attendance: _____

Contact Information: Your Name: _____ Name of Group**:**_____

Address: _____City: _____ State: ___ Zip: _____

Phone #: _____ Cell #: _____

Purpose (type of event): _____

RULES & REGULATIONS GOVERNING USE OF PARKS/PAVILION FACILITIES/RECREATION FACILITIES

1) The permit group shall leave the facility/pavilion in a clean and orderly fashion.
2) No equipment shall be removed from the premises.
3) The permit group shall agree to have at least one adult for every ten (10) minors.
4) The permit group shall accept full responsibility for the conduct of those in the group using the facility/pavilion.
5) The sale of alcoholic beverages or drugs and gambling of any kind is prohibited in any and all parks, trails, and other recreational facilities.
6) Pets must be leashed and pet waste removed by owner.
7) No decorations shall be displayed or installed which shall damage or deface the building or grounds.
8) Destruction, damage, removal of any vegetation or defacement of public property is prohibited.
9) Unauthorized motorized vehicles shall not be driven upon any park land except on designated roads.
10) A copy of this permit must be in possession of the applicant at all times during park use.
11) No artificially enhanced or amplified sound systems are permitted without prior approval.
12) No vending or sales of any kind are permitted without prior approval.
13) No glassware of any kind is permitted.
14) All park rules, regulations and ordinances of the City of Mesquite shall apply.
15) Any camping or sleeping overnight in City parks is prohibited.
16) Slip & Slides are prohibited.
17) All large items (inflatable bounce house, dunk tank, climbing wall, etc.) are prohibited without written permission from the Recreation & Parks Department. No stakes are to be used for tents or inflatables without permission. Sandbags or water barrels may be used to secure inflatables.

IMPORTANT: READ BEFORE SIGNING

INDEMNITY AGREEMENT

1. Lessee (Organization and/or individual) agrees to indemnify and hold harmless Lessor (City of Mesquite, its officers, employees, volunteers, and agents) from any and all injuries (including death), claims, damages or costs, including reasonable attorney's fees, caused by lessee or any participant in lessee's use.
2. I certify that I am duly appointed and authorized to make the above request in the name of the organization and that I shall abide by the terms under which use of the requested park/pavilion is made.
3. I further agree to make payment to the "City of Mesquite" at the Recreation and Parks Department the total fees listed below. These fees must be paid in advance of the event.
4. Deposit – The deposit fee will be retained by the City of Mesquite in the event of damage or violation of park policy, rules or ordinances per established guidelines. Any actual damage in excess of deposit amount will be billed separately and future use of reservation may be affected.
5. I certify that I have read and the group will abide by all rules, regulations, conditions, and requirements pertaining to the rental of the requested park/pavilion.

Signature: _____ Date: _____

Fee Due: _____ Paid: _____ Method: _____Check #: _____

Approved By: _____

(All park reservations subject to Recreation and Parks Director Approval)

Mesquite Nevada

RECREATION AND PARKS DEPARTMENT

100 West Old Mill Road Mesquite, Nevada 89027 Phone: (702) 346-8732 Fax: (702) 346-8678

Check facility after use and report. Comments/Deposit Deductions: _____

Inspected by: _____Satisfactory _____ Return Deposit Approved: _____

Approved by: _____

COPY TO:_____ OFFICE _____ APPLICATION _____ MAINTENANCE _____ POLICE

Conditions:

1. Applicant agrees to abide by all rules and regulations of the facility/pavilion/park.
2. $25.00 fee for returned checks.
3. Any activities or special arrangements not specifically authorized on this application are prohibited.
4. Tournament schedules must be submitted 72 hours in advance of start.
5. Any applicant that brings in an outside vendor to a park/pavilion/facility must have the vendor meet with a Recreation and Parks coordinator to discuss delivery, set-up and restrictions of items.

Concession and Vending Guidelines:

The following concession and vending guidelines must be followed for all events being conducted at City of Mesquite Recreation and Parks facilities.

1. Organizations wishing to operate concessions must submit a drink, food, and novelty/equipment list to the City of Mesquite Recreation and Parks department for approval prior to the date of the facility use.
2. All concession items must be approved by the Director of the City of Mesquite Recreation and Parks department.
3. The organization is responsible for cleaning all areas of the concession facility.
4. The concession stand must be operated under all applicable State Health Department Codes and Standards.

OTHER REQUIREMENTS:

INSURANCE: The City of Mesquite requires that any outside group/company bringing an item or service onto the property must provide the City of Mesquite with a copy of their liability insurance listing the City of Mesquite as an additionally insured for the date(s) of the event(s) being covered. The policy must also state the following:

- Policy showing limits of $1,000,000 comprehensive general liability insurance and $50,000 property damage liability insurance.
- That the insurance policy provides primary coverage in the event of a loss.
- The insurance policy will not be cancelled without thirty (30) days prior written notice to the City of Mesquite.
- Products Liability Insurance Endorsement (If food or beverage will be sold or given away).
- Host Liquor Liability Endorsement (If authorization is obtained from the City of Mesquite to sell/distribute alcohol and your group/company does not operate a business that sells/serves alcohol.)
- Liquor Liability Insurance Endorsement (If authorization is obtained to sell/distribute alcohol from the City of Mesquite and your group/company sells/serves alcohol.)

The City of Mesquite is not liable for the payment of any premium or assessment on the applicant's/group's policy.

Any vendor that provides a service for an applicant at a pavilion, park, or facility must provide the City of Mesquite with a copy of their $1,000,000 liability insurance and $50,000 damage to property insurance, listing the City of Mesquite as an additional insured as well as their City of Mesquite business license. It is the responsibility of the applicant to ensure the Reservation and Parks Department has a copy of their insurance and business license no later than 3 business days after making the reservation and no less than 3 days in advance of the event.

* The insurance requirement referenced above will be waived for non-profit organizations operating a concession stand that sell or give away professionally prepared, pre-packaged food or drink items that do not require refrigeration upon the approval of the Director of the City of Mesquite Recreation and Parks department.

PERMITS AND LICENSES:

_____Southern Nevada Health Permit – A permit may be required if a food, beverage, service, or commodity is sold to the public.
_____Sales Permit – Required with any commodity sold to the public. Contact the Nevada Dept. of Taxation.
_____Business License(s) – A business seeking to operate within the City of Mesquite is required to obtain a business license from the City of Mesquite.
_____ Liquor Licenses – Contact the City of Mesquite City Clerk's Office.

OTHER: _____

Park Pavilions Available for Reservation:

Veteran's North Pavilion
Veteran's South Pavilion
Hafen Pond Pavilion
Hafen Tennis Court Pavilion
Marilyn Redd Pavilion

Park Pavilion Daily Reservation Fees:

Park Pavilion fees are as follows:

1-50 PEOPLE:	$50.00 cleaning deposit–refundable	**$20.00 for 3 hours** (All reservations are in 3 hour blocks)
50-100 PEOPLE:	$100.00 cleaning deposit–refundable	**$50.00 for 3 hours** (All reservations are in 3 hour blocks)
100 + PEOPLE:	$250.00 cleaning deposit–refundable	**$20.00 per hour** (4 hour minimum)

ELECTRICITY: $25 per outlet per 3 hour block

REFUND POLICY: Cleaning deposit will be refunded upon inspection and confirmation by the Parks Department that facility was left in a clean and orderly fashion.

NO REFUNDS: When canceled less than 24 hours from time of reservation. If unable to use park due to inclement weather, you will be allowed to reschedule at no extra charge.

Except in the event of inclement weather, there is a **$15.00 processing fee** to change date, time, location, or refund request.

Facility & Equipment Rental Fees:

The Deuce

Suite 1*	seats 50 comfortably	$30.00 per hour (tables and chairs included)*
Suite 7	seats 30 comfortably	$30.00 per hour (tables and chairs included)
Suite 9	seats 30 comfortably	$30.00 per hour (tables and chairs included)

*Subject to availability, Suite 1 is available for use by government entities at no cost.

Recreation Center Gymnasium	$45.00 per hour; per gym (2 available)
Recreation Center Indoor Pool	$50.00 per hour / call for available times
Recreation Center Outdoor Pool	$80.00 per hour/no slide / **available May-Sept.** $110.00 per hour/with slide **Please call for available pool times.**
Concession Stand	$100.00 deposit per event per stand. Upon inspection, if there is no damage and the area is clean, $75 of the deposit shall be returned to the applicant. Damages in excess of the $100 deposit are the responsibility of the applicant.
Mobile Stage	$400.00 per event (includes delivery, set up & take down)
PA system	$200.00 per event day (includes delivery, set up & take down)
Table & Chairs Trailer (12 tables/200 chairs)	$200.00 per event / delivered only ***must be stacked back on trailer ready for pick-up**
After hours supervisor	$50.00 per hour

(A supervisor fee is required for events at facilities held during periods outside of normal Parks and Recreation Department hours.)

Revised 8-23-10