



Use Permit Application

Event Name (if applicable): _____ Organization's Name (if applicable): _____
Name of Facility/Park: _____ Ramada Number/Location (if applicable): _____
Day(s) of week: _____ Date(s) of use: _____
Time of use (include set-up & break down time): From _____ a.m./ p.m. To _____ a.m. / p.m.
Full Name of Person Responsible: _____ Estimated Attendance: _____
Address: _____ City: _____ State: _____ Zip: _____
Cell Phone: _____ Work Phone: _____ Home Phone: _____
E-mail: _____

I need an Alcohol Beverage Permit – (*Bushmaster and Ponderosa Parks only*)

Estimated Attendance (check one): 0-50 51-100 101-150 150+

PLEASE CHECK ALL THAT APPLY TO THIS EVENT

- I will be using a canopy or tent. I will adequately weight it down by using _____
- This event will be open to the general public
- I will distribute or sell food, alcohol, non-food items or services to the general public (does not include private functions)
- This is an organization or group event
- This is an athletic tournament or event**
- I will need to use the adjacent sports fields for games or activities for more than 1 day**
- I will have amplified entertainment beyond that of a boom-box or small stereo (Use of any DJ requires additional permit)
- This event will have set-up that includes a bounce house, carnival ride, laser tag, or inflatables (Foxglenn unavailable)
- This event will take place in the parking lot and I will need exclusive use of the parking lot
- I will be using a generator for _____

PLEASE INITIAL NEXT TO ALL BELOW.

- I understand that additional permits may be required, and this permit only indicates use of above Ramada for times listed on receipt.
- I understand that additional permits may require 14 calendar days or more to process. Late Fees may apply, and permits will not be accepted 10 days or less prior to event.
- I understand that it is not permitted for balloons of any kind to be released while on or using City of Flagstaff property.
- I understand that Fox-Glenn Park is a heavily utilized park for sporting events and tournaments, during the summer months. Due to the high traffic nature of the sporting events or tournaments that may be occurring in the park, I understand that open grassy play areas in the park and parking may be limited.
- I understand that all ramada reservations are non-refundable.

THE INFORMATION ABOVE WILL BE REVIEWED TO DETERMINE IF YOUR EVENT WILL REQUIRE A SPECIAL EVENT PERMIT. SHOULD THIS EVENT FALL INTO THE CATEGORY OF SPECIAL EVENT, A RECREATION STAFF MEMBER WILL CONTACT YOU WITHIN 72 HOURS AND PROVIDE INFORMATION ON ADDITIONAL APPLICATION STEPS AND/OR FEES.

The Applicant agrees to defend, indemnify, and hold harmless the City of Flagstaff, its agents, representatives, officials, and employees, from and against any and all claims, damages, losses, and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, error, mistakes, or omissions of the Applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the Applicant, in connection with the Event described in the Application, provided that such claims, damages, losses and expenses are attributable to bodily injury or to injury to or destruction of property. I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions of use as written. I understand that the event permit is not transferable to any other individual or group.

Applicant's Signature: _____
Date: _____

Office Use Only	
<input type="checkbox"/> Special Event	<input type="checkbox"/> Standard Rental
<input type="checkbox"/> Athletic Event	

Reviewed by: _____ Date: _____

