

## Ramada Reservation Guidelines

### Reservations

- ✓ Ramadas are available to book for the reservation period of April 1<sup>st</sup>- October 31<sup>st</sup> starting March 1<sup>st</sup> until October 31<sup>st</sup>. Ramadas are not able to be booked for use from March 1<sup>st</sup> - March 31<sup>st</sup>. All ramada use from November 1<sup>st</sup>- March 31<sup>st</sup> is first come first serve.
- ✓ Ramadas are available for reservation from **April 1<sup>st</sup> – October 31<sup>st</sup>** and between the hours of **8am – 10pm**. **(The total reserved time of use includes time needed for set-up and clean-up)**
- ✓ Reservations are **made in-person** and permittees must be **18+ years of age** to reserve a Ramada.
- ✓ Payment is made at the time of reservation and **fees are NON-REFUNDABLE**. The City of Flagstaff is not responsible for weather related cancellations or fire restrictions (including the removal or locking of grills and closure of trails).
- ✓ **Ramadas are not double-booked**. In the event that another group occupies the Ramada during the times specified on your permit, you should inform them of your permit and ask them to leave. **If they will not vacate, call the Flagstaff Police Department at (928) 774-1414 and inform them of your permit**. You must have your permit with you at all times.
- ✓ The number that each Ramada accommodates, specified in the permit, is not seating capacity.

### Amenities

- ✓ **Lights and running water are NOT available at park Ramadas.**
- ✓ **Electricity is NOT available at the park Ramadas, other than at Bushmaster Parks Community Ramada.**
  - Use of electricity at the Bushmaster Parks Community Ramada requires an additional fee that is NON-REFUNDABLE and due that the time that the ramada reservation is made.
- ✓ **Water fountains are open May 15<sup>th</sup> – October 1<sup>st</sup> or each year.**
- ✓ Restrooms are either permanent year-round (available at Buffalo Park, Foxglenn, Bushmaster, Heritage Square) 9am-Dusk, Seasonal (available at Thorpe Park Sports Complex) April 1<sup>st</sup>-October 1<sup>st</sup> 1pm-10pm or Portable (available at most city parks) April 1<sup>st</sup> – November 30<sup>th</sup>.
- ✓ The Permit holder for the Ramada has exclusive use of the Ramada, tables under the Ramada, and group grill only (bathrooms, playground equipment, and all other park facilities are open for use by the general public and are not part of the reservation).

### Alcohol

- ✓ Wine in boxes and beer in cans for individual consumption is allowed in City parks except Heritage Square and Wheeler Park. (An Alcohol Beverage Permit is needed for individual wine/beer consumption in Bushmaster and Ponderosa Park).
- ✓ An Alcohol Beverage Permit must be obtained from the Recreation Section (Aquaplex), the Parks Section (City Hall), or the Police Department for alcohol consumption in **Bushmaster and Ponderosa Parks**, and will be valid for a specific date and location only. You must have your permit with you at all times.
- ✓ **Glass containers, kegs, and spirituous alcohol is prohibited in all City parks.**

### Smoking

- ✓ **Smoking is banned in all City parks. This includes the use of E-Cigarettes.**

### Charcoal Grills

- ✓ **Grills will be removed or made inoperable when fire restrictions are implemented.** Restrictions are initiated by the Fire Department. Gas grills with a shut off device can be used at any time, even when restrictions are in place.
- ✓ Charcoal fires are allowed only in grills (not on picnic tables or other surfaces).
- ✓ **Charcoal or gas grills of any kind are prohibited at Buffalo Park year-round.**

### Special Event Permit

- ✓ Amplified sound equipment is regulated by the City of Flagstaff, and requires a Special Event Permit.
- ✓ Fundraising events, Carnival Amusements, Festivals, or use of special equipment (including bounce houses), requires a Special Event Permit.
- ✓ Fun runs and large company/ organization gatherings/ BBQ/ picnics require a Special Event Permit
- ✓ Pop-up tents that are larger than 10' X 10' require adequate weighting on all four corners. **No Staking Allowed.** (Certificate of insurance naming City of Flagstaff as additional insured with endorsement is required).
- ✓ Sale or distribution of food or alcohol, or the sale of merchandise to the general public requires a Special Event Permit.

### Decorations

- ✓ The permit holder should leave the Ramada in a clean and neat condition. Ramadas may be decorated (**using tape only, no nails, staples, or paint**) and the user must remove all decorations and tape.

### Ramada Upkeep

- ✓ Park Ramadas are cleaned on a regular schedule. Should the Ramada be used after the scheduled cleaning, we cannot guarantee cleanliness of the facility prior to each permit holder's use. Renters are asked to clean up after rental to the best of my abilities, including wiping down tables, removal of all food, trash and recyclable materials, and cleaning up of any spilt food and drink from concrete slab. Cleaning supplies and equipment are not provided by the City of Flagstaff.

### Parking

- ✓ **Only parking lots may be used for loading and unloading.** Vehicles may not be driven or parked on grass areas, sidewalks, service driveways, or emergency zones. **Parking lots may not be used as serving areas from catering vehicles.**
- ✓ Camping or overnight parking is prohibited and enforced by the Flagstaff Police Department.

### Domestic Animals

- ✓ Domestic animals are not permitted in certain posted areas of park property. Persons bringing domestic animals on park property are responsible for immediate cleanup and removal of the animal's defecation. All persons are required to have a container for waste removal with them while their pet is on park property.

### Be Environmentally Conscious

- ✓ It is not permitted for balloons of any kind to be released while on or using City of Flagstaff property as they are environmentally damaging.
- ✓ We ask for permit holders to help the City of Flagstaff in its efforts to be environmentally conscious and encourage permit holders to recycle materials that are permitted in the designated recycling cans/facilities provided within each park.

### Park Heavy Use/High Traffic Times

- ✓ All City of Flagstaff parks and ramadas are very popular and have times of high traffic. This can result in crowds, limited open grassy play areas and sparse parking.
- ✓ Foxglenn Park & Arroyo Park are heavily utilized parks for sporting events and tournaments, during the summer months. Due to the high traffic nature of the sporting event or tournament, open grassy play areas in the park and parking may be limited.

*It is the responsibility of the permit holder to protect the public and provide a safe environment for all park users.*

**Failure to comply with park regulations may forfeit the right to use City facilities in the future.**

**Permits are revocable at any time for violation of rules, ordinances, or state laws.**

**Ramada use regulations are supported by Flagstaff City Code 8-11**