



Use Permit Application

Event Name (if applicable): _____ Organization's Name (if applicable): _____

Name of Facility/Park: _____ Ramada Number/ Name: _____

Day of week: _____ Date of use: _____

Time of use (include set-up & break down time): From _____ a.m./ p.m. To _____ a.m. / p.m.

Estimated Attendance (check one): 0-50 51-100 101-150 150-200 200-300 300+

Full Name of Person Responsible: _____

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ Work Phone: _____ Home Phone: _____

E-mail: _____

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

I need electricity– *(ONLY available at Bushmaster Park- Community Ramada)*

PLEASE CHECK ALL THAT APPLY TO THIS EVENT

- I will be using a canopy or tent.
Please check the size of canopy of tent you will be utilizing:
 6' X 6' 10' X 10' *Larger than 10' X 10'
I will adequately weight it down by using:
 Sandbags Water jugs Cinder blocks
- *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, small stereo or Bluetooth speaker
(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
- *This event is a "Fun Run"
- *This event is a company/ organization gathering of any kind, including yearly picnic/BBQ/celebration
- I will be using a generator for _____

Please check which type of generator you will be utilizing:

- Handheld generator *Cart pulled generator *Full size generator

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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 and 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 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 smoking banned in all City parks. This includes the use of E-cigarettes.
- I understand that driving of personal vehicles through a park is not permitted. Renters of ramadas need to move all reservation material from personal vehicle either on foot or by hand pulled cart to ramada of use.
- I understand that use of electricity at Bushmaster Park community ramada cost an additional fee that is non-refundable.
- I understand that City of Flagstaff park ramadas are cleaned on a regular schedule. Should the Ramada be used after the scheduled cleaning, the City of Flagstaff cannot guarantee cleanliness of the facility prior to each permit holder's use. The City of Flagstaff ask for each renter clean up after their own rental to the best of their abilities, including wiping down tables, removal of all food, trash and recyclable materials, and cleaning up of any spilled food and drink from concrete slab. Cleaning supplies and equipment are not provided by the City of Flagstaff.
- 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, it's a gents, 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 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 Printed Name: _____

Applicant's Signature: _____

Date: _____

Office Use Only

Special Event Athletic Event Standard Rental

Reviewed by: _____ Date: _____