



City of Flagstaff P.R.O.S.E

Ramada Rental Application



City of Flagstaff Parks, Recreation, Open Space, and Events

Submit applications to: ramadas@flagstaffaz.gov

Apply in person at the Flagstaff Aquaplex: 1702 N. Fourth St. Flagstaff, AZ 86004

Phone: (928) 213-2300

www.flagstaff.az.gov/recreation

**** indicates reservation may need additional permitting**

Full Name of Person Responsible:

Mailing Address	City	State	Zip
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Phone Number:	Email:
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Purpose:	Organization Name (if applicable):
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Name of Park:	Ramada Number/Name:
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Day of Week:	Date of Use:
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Start Time (includes set-up):	End Time (includes break-down):
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Estimated Attendance:

I need an Alcohol Beverage Permit (Bushmaster and Ponderosa Park only)	Yes	No
I need electricity (Bushmaster Park Community Ramada only)	Yes	No
This is a private event (birthday party, picnic, family gathering)	Yes	No
This is a public event open to the general public. **	Yes	No

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I will have a bounce house and require the reservation of the grassy play area. (not permitted at Foxglenn Park, Buffalo Park and Ponderosa Trails	Yes	No
I agree to utilize the approved vendor, Party Central, for my bounce house reservation.	Yes	No
I would like to reserve a grassy play area. If yes, please describe the use below (ex: corn hole, yard games, etc.) (not permitted at Foxglenn Park, Buffalo Park and Ponderosa Trails Park)	Yes	No
This is an athletic tournament or event that requires multi-day use. **	Yes	No
I will have amplified entertainment/music. If yes, please describe the level of entertainment (ex: Bluetooth speaker, small stereo. DJ**, Live music**.)	Yes	No
I will be using a generator. If yes, please describe generator and purpose of use below.	Yes	No

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, errors, 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 Special Event described in this Application, provided that such claims, damages, losses and expenses are attributed 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, guidelines, and conditions of use as written. I understand that the permit is not transferable to any other individual or group.

Applicant name:
Applicant signature:
Date:

Office Use Only

Reviewed By:	Date:
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Ramada Rental Guidelines

Reservations:

- Ramadas are available for reservation from April 1—October 31 and between the hours of 8a.m. and 10p.m. The total reserved time of use must include set-up and clean-up.
- Ramada reservations for Friday, Saturday, and Sundays must be submitted by 5p.m. on the Wednesday before the desired reservation date. Ramada reservations submitted after each Wednesday at 5p.m. for the upcoming weekend will not be approved or processed.
- Ramada reservations can be made via email to ramadas@flagstaffaz.gov or in person at the Flagstaff Aquaplex.
- Applicants must be 18+ years of age to reserve a ramada.
- Ramada reservations that are booked via email must be paid within 3 business days of the time of booking or the ramada reservation will be cancelled. Ramada reservations that are booked in person must be paid in full at time booking.
- Ramada reservation 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.

Amenities:

- Lights and running water are not available at park ramadas.
- Electricity is only available at Bushmaster Park Community Ramada. Electrical use requires an additional fee and is due at time of reservation.
- Water fountains are operational May 15—October 1.
- Permanent restrooms are available year-round at Buffalo Park, Foxglenn Park, and Bushmaster Park from 8a.m.-dusk.
- The permit holder for the ramada has exclusive use of the ramada, tables under the ramada, and the ramada grill only. Bathrooms, playground equipment, and all other park facilities are open for use by the general public and are not included in the reservation.

Alcohol:

- Wine in boxes and beer in cans for individual consumption are allowed in City parks (excluding Wheeler Park). An Alcohol Beverage Permit is needed for individual wine/beer consumption in Bushmaster Park and Ponderosa Park.
- An Alcohol Beverage Permit can be obtained from the Aquaplex or Police Department for alcohol consumption in Bushmaster Park and Ponderosa Park and is valid for a specific date and location only. Permit must be available upon request at all times.
- Glass containers, kegs, and spirituous alcohol are prohibited in all City parks.

Smoking:

- Smoking is banned in all City parks including the use of E-Cigarettes.

Charcoal Grills:

- Grills will be removed or locked when fire restrictions are implemented.
- Charcoal fires are allowed only in grills (not on picnic tables or other surfaces).
- Charcoal and gas grills of any kind are prohibited at Buffalo Park.

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 use. Renters are asked to clean up after their reservation including wiping down tables, removal of all food, trash and recycling materials, and any spilt food and drink. Cleaning supplies are not provided.

Decorations:

- Ramadas may be decorated using tape only. Nails, staple, paint, etc. are not allowed. Permit holder is responsible for removal of all decorations including tape prior to exiting the facility.
- Releasing of balloons is prohibited while on or utilizing parks property.

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.
- Foxglenn Park and Arroyo park are heavily utilized for athletic events. Due to the high traffic nature of athletic events, parking may be limited.
- Parking is available on a first come first serve basis and is not guaranteed regardless of reservation.

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.

I agree to the above guidelines.

Applicant Name:

Applicant Signature:

Date: