

## City of Flagstaff Parks & Recreation Services

**Location:** 1702 N Fourth St, Flagstaff, AZ 86004

**Mailing Address:** 211 W Aspen Ave, Flagstaff, AZ 86001

**Phone:** (928) 213-2300 [www.flagstaff.az.gov/recreation](http://www.flagstaff.az.gov/recreation)



# 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)**
- ✓ Ramada reservations for Fridays, Saturdays and Sundays must be submitted by 5pm on the Tuesday before the desired reservation date. Ramada reservations submitted after each Tuesday at 5 pm for the upcoming weekend will not be approved or processed.
- ✓ Ramada reservations can be made via email or in person at the City of Flagstaff Aquaplex.
- ✓ Permittees must be **18+ years of age** to reserve a Ramada.
- ✓ Ramada reservations that are booked via email must be paid within 7 business days of the time of booking, or the ramada reservation will be cancelled and the Ramada will once again become available for booking on a first come first serve basis. Ramada reservations that are booked in person must be paid in full at time of booking.
- ✓ 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).
- ✓ Bounce house reservations are not permitted at the following parks, facilities and ramadas:
  - Foxglenn Park
  - Buffalo Park
  - Hal Jensen Rec. Center.
- ✓ **Ramadas are not double-booked**. If 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 always have your permit with you.

## 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 at the time the ramada reservation is made.
- ✓ **Water fountains are open May 15<sup>th</sup> – October 1<sup>st</sup> every year.**
- ✓ Permanent restrooms are available year-round at Buffalo Park, Foxglenn, Bushmaster, Heritage Square, and are open for use from 9am-Dusk. Portable restrooms are available at most city parks, April 1<sup>st</sup> – November 30<sup>th</sup>. Seasonal restrooms are available at Thorpe Park Sports Complex, April 1<sup>st</sup>-October 1<sup>st</sup> and are open for use from 1pm-10pm.
- ✓ 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 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 always have your permit with you.**
- ✓ **Glass containers, kegs, and spirituous alcohol is prohibited in all City parks.**

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### 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.** Fire restrictions are initiated by the Fire Department.
- ✓ 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 their 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**