



CITY PARKS Facility Reservation Form

Today's date _____

Contact Name _____

Phone number _____

EVENT _____

Number of Participants _____

(Name for reservation SIGN)

Billing Address _____

Day/Date/Time of reservation _____

Windjammer Park	Ft. Nugent Park	Flintstone Park	Smith Park	Catalina Park
West Kitchen A* <input type="checkbox"/>	Shelter 1 <input type="checkbox"/>	Shelter <input type="checkbox"/>	Gazebo <input type="checkbox"/>	Gazebo <input type="checkbox"/>
West Kitchen B* <input type="checkbox"/>	Shelter 2 <input type="checkbox"/>			
West Kitchen C* <input type="checkbox"/>	*Due to Windjammer Park Phase 1 improvements, there will be NO facilities available beginning in MAY 2018. You may book the facilities through April.			
Gazebo D* <input type="checkbox"/>				
Canopy E* <input type="checkbox"/>				

Facility Usage Rules

- If you will be bringing in party canopies (such as 10x10 pop-up tents), they must be placed in designated areas and stakes must be less than 6 inches so as not to interfere with irrigation.
- **The facility fee is \$25.00 per day and is non-refundable.**
- **A reserved sign with your party's name** will be posted on the facility you have requested. If you need access to the facility (for decorating purposes) prior to the date you have reserved, you must reserve the facility for the additional date(s).
- If a bollard key is required for vehicle access, measures must be taken to ensure that only authorized vehicles are allowed past the bollard, and that the bollard is immediately replaced.
- If it is necessary to drive a vehicle(s) into the park to deliver supplies, please do so on the asphalt pathways only. **All vehicles must be returned to the parking area after unloading.** No vehicles should be left unattended in the park. The City of Oak Harbor reserves the right to assess charges to repair damage resulting from vehicles driven across park grounds.
- Do not leave personal belongings unattended in the facility. The City of Oak Harbor is not responsible for damage to, or theft of, personal property. Remove all food, dishes, decorations etc. brought in for the event. Place trash in nearby receptacles. Wipe counters, sink and any spills on the floor.
- **Check-out time is 10:00 PM.**
- Please make sure to lock the facility when you leave by pressing the lock button on the keypad.
- **The City of Oak Harbor reserves the right to assess an additional cleanup fee and/or repair fee if the facility is damaged and/or not left in an acceptable manner.**
- **ALCOHOLIC BEVERAGES ARE NOT ALLOWED IN CITY PARKS PER OHMC 6.12.080.**
- Please contact the Utilities Office the week prior to your event for your access code if you have rented a locking facility.

Special Events Qualifiers

If any of the below apply to your event, you will be required to obtain a Special Event Permit (see Guide for more details).

- | | |
|---|---|
| <input type="checkbox"/> Amplified Sound (announcements / music) | <input type="checkbox"/> Beer Garden |
| <input type="checkbox"/> Amusement Ride / Inflatable / Bouncy House | <input type="checkbox"/> Sale of any Goods / Services |
| <input type="checkbox"/> Animal Show / Petting Zoo | <input type="checkbox"/> Stage |
| <input type="checkbox"/> Food / Concessions for Sale | <input type="checkbox"/> Tents greater than 400 square feet |
| <input type="checkbox"/> Food / Concessions provided to the Public | <input type="checkbox"/> Over 50 People in a Park |

Signature _____

City Hall Utilities Office 360-279-4530 • Office Hours 8:00 a.m. - 5:00 p.m. • After Hours Call ICOM 360-679-9567

If any issues arise that impede your use of the facility, call ICOM at 360-679-9567 for assistance.

865 SE Barrington Drive, Oak Harbor, WA 98277

FACILITY USE APPLICATION

The City of Oak Harbor wishes to encourage use of City facilities by the community as long as the use is of lawful purpose and does not interfere with the conduct of its programs or the primary purpose for which the buildings and grounds are intended. Community use of facilities is subject to the terms of Oak Harbor's Policies and Procedures and the current schedule of user fees. Funds may be charged for the use of the City's facilities to ensure that funds intended for City use are not used for other purposes. Permission to use a particular facility may be denied based upon availability, or if the City, in its discretion, concludes that the proposed activity is not in the public's best interest; however, no person shall be denied the full enjoyment of the facilities because of race, creed, color, sex, origin, or any other protected class under applicable law.

CONTACT/APPLICANT NAME _____ PARTICIPANTS _____
ADDRESS _____ DAYTIME PHONE _____ EMAIL _____
NATURE AND PURPOSE OF ACTIVITY _____
SPECIFIC FACILITY REQUESTED _____ IN TIME _____ OUT TIME _____

AGREEMENT, RELEASE, INDEMNIFICATION AND HOLD HARMLESS

The person or organization entering into a use agreement with the City of Oak Harbor for the use of the facilities or equipment described above (collectively "the Facilities") certifies that the information given in this application is current and correct. The undersigned further states that he/she has the authority to make this application for the Applicant and agrees that the Applicant will observe all rules and regulations. The Applicant further agrees to reimburse the City of Oak Harbor for any damages arising from the Applicant's use of said Facilities. Any accident involving injury to participants or damages to the Facilities occurring during the use of the Facilities will be reported to the City immediately. FURTHERMORE, the applicant agrees as follows:

I am aware of and expressly assume all of the various risks of serious injury and/or death associated with or arising out of the use of the Facilities.

Initial _____

In consideration for granting this request, and being fully aware of all of the risks, I hereby RELEASE the City of Oak Harbor and its officials, employees, volunteers and agents ("the Released Parties"), and AGREE TO WAIVE ANY RIGHT OF RECOVERY THAT I AND/OR THE ORGANIZATION, AS APPLICABLE, MAY HAVE, including the right to bring a legal claim, cause of action, or lawsuit for any bodily injury, death or other harmful consequences in any way arising out of use of the Facilities. I understand that this release extends to all claims of any kind and every nature, known, unknown, suspected or unsuspected, in any way arising out of or related to use of the Facilities.

Initial _____

I agree to defend, indemnify and hold harmless the Released Parties from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of the Facilities or from any activity, work or thing done, permitted, or suffered by Applicant in or about the Facilities, except only such injury or damage as shall have been occasioned by the sole negligence of the Released Parties.

Initial _____

I HAVE CAREFULLY READ THIS DOCUMENT, INCLUDING THE RULES AND REGULATIONS ON THE REVERSE SIDE OF THE FORM, AND AGREE ON MY OWN BEHALF AND ON BEHALF OF THE ORGANIZATION, AS APPLICABLE:

Printed Name: _____

Signed: _____ Date: _____