



**CITY OF DONNELLY**  
**P.O. Box 725**  
**Donnelly, Idaho 83615**  
**Phone (208) 325-8859 Fax (208) 325-8859**

## PARKS & FACILITY RESERVATION AGREEMENT

Applicant: \_\_\_\_\_  
 (Please Print)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Email) \_\_\_\_\_

Organization: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Event: \_\_\_\_\_ # of Participants Est. \_\_\_\_\_

Park	Area	Day	Date(s)	Time
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**REQUESTED PERMIT WAIVERS:**

Alcohol Sales	yes ___ no ___	Stage	yes ___ no ___
Alcohol Use	yes ___ no ___	Fires	yes ___ no ___
Time Extension	yes ___ no ___	Signage	yes ___ no ___
Parking	yes ___ no ___	Fireworks	yes ___ no ___
Amplification	yes ___ no ___		
Miscellaneous	_____		

The undersigned accepts full responsibility for the conduct of the above group while on park property and agrees to indemnify and save harmless the City of Donnelly from any and all liability which might be occasioned to said City by virtue of granting permission in this agreement. I further agree to exercise due care in the preservation of the premises. I further agree that I will ensure compliance with all rules, regulations or ordinances applicable to the use of City of Donnelly parks and facilities.

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 (Applicant must be 18 years of age or older)

**FOR OFFICE USE ONLY**

Reservation Fee: \_\_\_\_\_ Total Fee Paid: \_\_\_\_\_

Clean Up Deposit: \_\_\_\_\_ Deposit Returned: \_\_\_\_\_

Insurance Required: \_\_\_\_\_ Amount: \_\_\_\_\_ Fee Waived: \_\_\_\_\_

Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Officer Approval: \_\_\_\_\_ Date: \_\_\_\_\_

## RESERVATIONS

Anyone desiring use of a specific park area for a particular group must apply for a Park Reservation Permit. Park facilities are reserved on a first-requested, first-reserved basis, and requests should be made at least seven (7) days prior to the event. The adult (must be 18 years or older) signing the reservation form is the duly authorized representative for any and all damages, missing items and clean up. The user is required to clean up the area after use.

## PERMIT

Failure to comply with park regulations may result in the denial of the right to use City facilities in the future. Permits are revocable at any time for violation of rules, ordinances or state laws.

## FEES

All Day Use (½ hr before sunrise -- ½ hr after sunset) \$50.00. In addition to the rental fee, a \$100 deposit is required for each reservation (to be paid with a separate check). This deposit will be held in the City Hall office and returned by mail within a week of the rental if no damage was done and the park area was cleaned up.

## INSURANCE

Insurance may be requested naming the City of Donnelly as additionally insured. The applicant will be required to have insurance forms before a permit is given.

## CANCELLATIONS – REFUND POLICY

A refund can be made to applicants requesting such a refund when the event was canceled due to rain-out (if a call received the next working day) or if the park reservation is canceled by the applicant giving at least 5 days notice prior to the date reserved.

## EMERGENCY NUMBERS

For an emergency at the park facilities contact the Police at 911. For problems with the reserved area contact City Hall at 325-8859.