



**PARKS AND RECREATION DEPARTMENT  
FACILITY RESERVATION AGREEMENT**

4477 Main Street, Shasta Lake, CA 96019  
[www.cityofshastalake.gov](http://www.cityofshastalake.gov)  
(530) 275-7400

PARK: \_\_\_\_\_ FACILITY: \_\_\_\_\_

DAY & DATE: \_\_\_\_\_ TIME FROM: \_\_\_\_\_ TO: \_\_\_\_\_

APPLICANT/ORGANIZATION: \_\_\_\_\_ (applicant must be 18 and older)

ADDRESS: \_\_\_\_\_ CITY/ZIP: \_\_\_\_\_

CELL NUMBER: \_\_\_\_\_ HOME PH: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_ # OF PARTICIPANTS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ CONTACT: \_\_\_\_\_

- Beer sales? \*\*                                      No \_\_\_\_\_ Yes \_\_\_\_\_ *ABC License required*
  - Live Band/ DJ\*                                      No \_\_\_\_\_ Yes \_\_\_\_\_ *If yes, purpose/type: \_\_\_\_\_*
  - Concession sales? \*\*                              No \_\_\_\_\_ Yes \_\_\_\_\_ *If selling food, contact the Health Dept for a permit*
  - Tents? \*    No \_\_\_\_\_ Yes \_\_\_\_\_ *If Yes, Size \_\_\_\_\_ Number \_\_\_\_\_*
  - Mechanical rides/inflatables? \*              No \_\_\_\_\_ Yes \_\_\_\_\_ *If yes, a certificate of insurance must be provided*
  - Special Event? \*\*                                    No \_\_\_\_\_ Yes \_\_\_\_\_ *If yes, see Special Event Application*
- \*Subject to Department Approval      \*\* Requires Parks & Recreation Commission authorization

Special Activities or Needs: \_\_\_\_\_

I agree to indemnify and hold harmless the City of Shasta Lake, including its employees, elected and appointed officials, and agents, from any and all liability, claims, demands, damages, or causes of action for bodily injury, property damage, or any other loss arising out of or related to the use of the City of Shasta Lake properties specified herein.

I acknowledge that I have received a copy of the Facility Use Policies and Procedures located on the back of this agreement and agree to comply with all rules, regulations, and policies established by the City of Shasta Lake for the use of parks and facilities, and to adhere to all specifications and limits listed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RESERVATIONS:**

**FOR OFFICE USE ONLY**

|                  |          |                       |                     |
|------------------|----------|-----------------------|---------------------|
| Rental Fee       | \$ _____ | Amount received       | \$ _____ cash check |
| Security Deposit | \$ _____ | Date:                 | _____               |
| Total            | \$ _____ | Reservation taken by: | _____               |

Mail Completed form to: City of Shasta Lake PO Box 777, Shasta Lake, CA 96019  
Or drop off at City Hall 4477 Main St., Shasta Lake, CA M-F 8:00 am – 4:00 pm  
**CITY OF SHASTA LAKE PARKS & RECREATION DEPARTMENT**

## **FACILITY USE POLICIES AND PROCEDURES**

### **RESERVATIONS**

Anyone wishing to use a specific park area for a group event must submit a Facility Reservation Agreement. Park facilities are reserved on a first-requested, first-served basis. Requests should be submitted at least ten (10) days prior to the event.

Applications for exclusive use of an entire park must be submitted at least thirty (30) working days prior to the requested date.

The adult signing the reservation form must be at least 18 years of age and will serve as the authorized representative responsible for any damages, missing items, and cleanup associated with the event. The user is responsible for cleaning the area after use.

### **AGREEMENT**

Failure to comply with park regulations may result in denial of future use of City facilities. Reservation agreements are revocable at any time if the user violates City rules, ordinances, or applicable state laws.

### **SET-UP AND CLEAN-UP**

Set-up and clean-up activities are only permitted during the time specified on the reservation agreement.

Items may not be placed in the park or facility before or after the reserved time period. The renter must leave the park and associated facilities in reasonable condition.

Nails, staples, or screws may not be used to hang decorations.

If additional cleaning is required as a result of the event, the security deposit may be forfeited.

### **DAMAGE TO PARK PROPERTY**

If park property or associated facilities are damaged during a rental or event, the cost of labor and materials required for repair will be charged to the renter.

### **PARK HOURS**

6:00 AM – 11:00 PM

### **FACILITY USE FEES**

Margaret Polf Regional Park\* – \$75 per day

Wynn Price Ball Field\* – \$75 per day

Bizz Johnson Baseball Complex\* – \$75 per day

Clair Engle Park\*

- Band Shell – \$60 per day
- Large BBQ/Picnic Area – \$25 per day

\* Security Deposit: \$100

### **INSURANCE**

Proof of insurance may be required for certain events. When required, the insurance policy must name the City of Shasta Lake as an additional insured. Insurance documentation must be provided before a permit will be issued.

### **CANCELLATION AND REFUND POLICY**

Refunds may be issued under the following circumstances:

- The event is cancelled due to weather (rain-out) and the City is notified by the next working day, or
- The applicant cancels the reservation at least five (5) days prior to the reserved date.