



# Shelter Use Agreement

City of Pleasant Hill Parks and Recreation  
 5160 Maple Drive, Suite A, Pleasant Hill, IA 50327  
 Ph: 515-262-9368 Fax: 515-262-9570  
[pleasanthilliowa.com](http://pleasanthilliowa.com)

### Contact Information

Organization:		Applicant's Name:	
<b>Category</b> <input type="checkbox"/> Private <input type="checkbox"/> Commercial <input type="checkbox"/> Nonprofit/Civic <input type="checkbox"/> Government/School <input type="checkbox"/> Other (specify below)			
Home Ph:		Work Ph:	Cell Ph:
Email:		State ID# (for non-profit):	
Address:			
City:		State:	Zip:
<b>SCHEDULE A MEETING WITH STAFF FOR ANY OF THE FOLLOWING SPECIAL USES:</b> Erecting tents, inflatable's or rides, amplified sound, open to the public, limiting public access to the park (fences/barricades), closing or blocking roads or parking, vehicle access off the road or parking, selling of food or alcohol.			

### Shelter Information

8 am to 10 pm — April 1 through October 31	
Rental Rate: \$35 /event	
All shelters have electricity, picnic tables, grill, water, playgrounds, swings and restrooms nearby.	
Oak Hill Park	Basketball court, informal play area, on street parking
Copper Creek Lake Park	Woodlands, prairie areas, lake, streams, 4 mile creek, 1.22 mile trail surrounding the lake, several commercial businesses, limited parking.
Doanes Park	Baseball and soccer fields, tennis courts, woodlands, prairie areas, nature trails ample parking.
Sunrise Park	Basketball court, baseball and soccer fields, informal play area, limited parking.

### Rental Details

<input type="checkbox"/> Oak Hill Park		<input type="checkbox"/> Copper Creek Lake Park		<input type="checkbox"/> Doanes Park Main		<input type="checkbox"/> Sunrise Park	
Date of Event	From Set Up	Time of Event	From Clean Up	Total Hours	Total Charge		
Estimated Attendance:							
Type of Event: <input type="checkbox"/> Reunion <input type="checkbox"/> Wedding/Reception <input type="checkbox"/> Party/Picnic <input type="checkbox"/> Fundraiser <input type="checkbox"/> Other (specify):							

### (OFFICE USE ONLY)

Fees & Charges (Payable by cash or check) Make checks payable to the City of Pleasant Hill			
Rent Paid:	<input type="checkbox"/> Cash or <input type="checkbox"/> Check #	Receipt #	Approved by:
			Date:
			Processed by:
			Date:

Additional information / Applicant signature required on back (over)

**General Policy Information**

Reservations:	<p><b>If considering one of the following special uses the applicant will need to schedule a meeting with city staff:</b>                      Erecting tents, inflatable's or rides, amplified sound, open to the public, limiting public access to the park (fences/barricades), closing or blocking roads or parking, vehicle access off of the road or parking, selling of food or alcohol.</p> <p>Reservations will be granted on a first come first serve basis. Priority shall be given to the city sponsored event. The city will assess fees to the applicant according to city services provided. All users must submit the facility use agreement with payment in full to guarantee reservation. City sponsored events are not charged and security deposits are waved. Local leagues must have a league season lease agreement with the city for the use of specific ball field facilities. Each applicant shall be bound by all city rules and regulations and all applicable ordinances.</p>
Access:	Access to the shelter is <b>only</b> for the time(s) indicated on the agreement.
Refunds:	The city does not honor refunds for cancellations due to inclement weather. Cancellations must be made 30 days prior to the reserved date in order to receive a refund; less a \$10 cancellation fee for shelters. There are no guarantees or refunds regarding the facility's suitability to the event, including but is not limited to; parking, appliances, heating or cooling, electrical (such as access to power and/or blown circuit breakers) and water supply. Appeals for refund may be made to the Park & Recreation Commission.
Non-Compliance:	Failure to abide by the facility use policy will prevent future reservations of any city facility. The Director or designee shall have the authority to summarily revoke a reservation upon finding a violation of any provision, thereof, or upon finding a violation of any City Ordinance, Rules and Regulations. The City reserves the right to refuse and cancel any rental at any time. Discrepancies and requests that are not consistent with this policy may be reviewed by the Park & Recreation Commission.

**Shelter Use Policy**

(8 am to 10 pm) mid-April through mid-October

Conditions:	<p>Sole use of the shelters is <b>only</b> for the time(s) indicated on the agreement.                      Renting a shelter does not guarantee the use of the fields or sole use of the rest of the park structures or facilities.</p>
Prohibited Uses:	<p>No keg beer of any size, party balls, hard liquor, or glass containers.                      No vehicles off of the roadways or parking areas.                      All Pleasant Hill Parks and Trails are tobacco-free including smokeless tobacco and vapor products.</p>
Inspections:	<p>The user shall agree to:</p> <ul style="list-style-type: none"> <li>• Remove and dispose of decorations.</li> <li>• Place all picnic tables in an orderly fashion within the shelter.</li> <li>• Survey the restrooms and grounds and dispose of non-contained trash that may have been left by their guests.</li> <li>• Dispose of all garbage in the dumpster or trash cans provided by the city.</li> </ul>

**Liability**

The undersigned, being of legal age and in consideration of **the opportunity to use certain facilities of the City of Pleasant Hill Parks and Recreation Department, and to participate in the activity** identified above, hereby agree to assume full responsibility for any risk resulting from participation in any activity, and I further agree to indemnify and hold harmless the City of Pleasant Hill, the Parks & Recreation Department, their officials, and officers, employees, agents, and representatives, from any and all claims, causes of action, demands, and expenses of every kind, resulting from or relating to a third party or his/her property, arising out of use of the facilities or relating to the activity which is the subject matter of this executed form.

Further, I have read and understand the Park Regulations, as codified at Chapter 47 of the City Code, and the Pleasant Hill Parks and Recreation Facility Use Policy, and agree to abide by them, to ensure that other invited participants abide by said regulations and conditions, to assume responsibility for any theft, loss or damage of equipment, facilities, and grounds as a result of such use, and to fully reimburse the City for the expense of any theft, loss or damage, including excessive cleanup.

RENTER'S Signature \_\_\_\_\_

Date \_\_\_\_\_