



FACILITY USE APPLICATION & AGREEMENT FOR CITY OF DES MOINES FACILITIES

CONTACT PERSON/ORGANIZATION: _____

ADDRESS: _____
 (Street) (City, State) (Zip Code)

PHONE: _____ **Kristin** _____

EMAIL: _____ **Kristin** _____

REQUESTED DATE: _____ **PURPOSE OF EVENT:** _____

of attendees: _____ **Will Alcohol be served?** _____

CIRCLE REQUESTED **BEACH PARK:** **DINING HALL** **FOUNDERS LODGE** **AUDITORIUM**
MEADOW **PROMONTORY**

LOCATION: **OTHER:** ACTIVITY CENTER FIELD HOUSE

REQUESTED TIME: Rental times must include set-up & clean up time for your event. Premises must be vacated by 12am.
 All supplies must be dropped off during your scheduled rental. Early arrivals are not permitted.
 Start: _____ am/pm End: _____

RENTER'S INITIALS: _____

PICNIC SHELTER:	<u>FIELD HOUSE</u>	<u>WOOTON PARK GAZEBO</u>	<u>BEACH PARK SHELTER</u>
PICNIC SHELTER TIMES:	<u>DAWN-DUSK - ALL DAY</u>	<u>DAWN - 1:00PM</u>	<u>2:00PM - DUSK</u>

WOOTON AND FIELD HOUSE SHELTERS ACCOMMODATE UP TO 50 GUESTS BEACH PARK 100

DEPOSITS: **DAMAGE/SECURITY DEPOSIT**
 Damage deposit will be refunded in full within **30 days** of your event if there is no damage or excessive cleaning by city custodial staff to any part of the rented building or equipment.
 Any time over running your contracted hours will be charged against your Damage Deposit by the quarter hour.
 Example. Time Out is 8pm. You leave at 8:15pm. We will deduct the prorated rent for that 15 minutes from your Damage Deposit.

RENTER'S INITIALS: _____

All deposits are refunded less a \$125 booking fee

\$100 - Deposit for Picnic Shelter (refunded less \$20.00 booking fee)	<u>DEPOSIT</u>
\$1000 - 1500.00. Deposit for Facility NOT serving alcohol	_____
\$1000 - \$2500 - Deposit for Facility that ARE serving alcohol*	_____
FULL DEPOSIT DUE AT TIME OF CONTRACTING	_____

RENTER'S INITIALS: _____

**Assigned by Facility Coordinator. High Risk Events will be subject to a higher deposit at the city's discretion.*

RENTAL FEES: All rental fees are due thirty (30) days prior to the event.

RENTAL FEES

Rental Fee: _____ / hr x _____ 8 _____ hours of rent _____

SECURITY FEES: Additional Staff required if attendance is over 100 people; or if serving alcohol, standards are: **SECURITY FEE**
 1 Staff Member required for every 100 people. The first staff person is included in the rental fee.

ADDITIONAL STAFFING: _____ (#of staff) x _____ hrs x \$40/ hour= _____ \$0.00

If attendance of the event is higher than disclosed on this application and additional staff is called in to cover; this staff time will be billed at \$80.00 per hour per staff person.
 The City of Des Moines reserves the right to require police supervision at an additional cost for any event. Security requirements must be met prior to the event.

RENTER'S INITIALS: _____

DECORATIONS:	1. Do not throw rice, birdseed or confetti inside or outside the facilities.	_____
	2. Decorations may only be attached to walls, windows or ceilings with blue painters tape or 3Mhook material. NO HELIUM BALLOONS ALLOWED INSIDE	_____
	3. Candles are permitted but must be kept in a candle-safe container.	_____

ATTENDEES:	1. Adult chaperones required for events with attendees age 18 & under - minimum 1:12 ratio.	_____
	2. How many attendees age 18 & under will be at your event:	_____
	3. How many adult chaperones will be present at the event:	_____

PARK RULES:	City of Des Moines Parks Department Regulations-Chapter 19.08/19.16 - Des Moines Municipal Code	
	1. Park in designated areas, no parking after park is closed.	_____
	2. Alcoholic beverages prohibited.	_____
	3. Obey leash and scoop provision law.	_____
	4. All fireworks are prohibited.	_____
	5. All firearms or weapons are prohibited.	_____
	6. Removal and defacing of any city property is prohibited.	_____
	7. Cutting, picking or destruction of plant life is prohibited.	_____
	8. No golfing.	_____
	9. No camping	_____
	10. No open fires	_____

CANCELLATION POLICY:	Cancellations made 91 or more days before the reservation will be charged a \$500 cancellation fee (\$100.00 Cancellation fee for Picnic Shelters). Cancellations made 90 days or less of the reservation will be charged 50% of the rental fee and forfeit all of their damage/security deposit.	_____
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The lessee shall defend, indemnify, save, keep and hold harmless the City of Des Moines from any and all damages, costs, or expenses in law or equity that may at any time arise or set up because of damages to property, bodily or personal injury in connection with this agreement, to the extent such damages, costs or expenses are caused by the unwillfully tortious or negligent acts or omissions of the lessee or its agents, servants, employees, contractors or subcontractors. The lessee agrees to follow all rules and regulations outlined in the Facility Reservation Guide. The City of Des Moines is not responsible for lost or stolen property. I understand all City of Des Moines' ordinances and park regulations apply to this rental application.

I hereby agree that I have read and understand City of Des Moines Facility Rental booklet and agree to all terms and conditions therein.

Expulsion from any city rental facility will result in forfeiture of entire damage deposit and any unused rental fees.

Signature: _____ Date: _____

City Approval: _____ Date: _____