

RESERVATION FORM AND APPLICATION

PICNIC SHELTER OF PONDEROSA PARK

(Must be completed by all facility users including recurring)

Reservations may be made for either Morning (8am-2pm) or Afternoon (2pm-8pm). Time period includes set up and clean up time.

Reservation Date: _____

Reservation Time: Morning (8am-2pm) Afternoon (2pm-8pm)

Anticipated Event Attendance: _____

Purpose of Reservation: _____

Reserved By:

Name: _____

Address: _____

Email Address: _____

Telephone: _____

Staff Use Only

Deposit: \$25 Date Paid _____

Reservation Fee: \$25 Date Paid _____

\$ _____ Fee for additional time Date Paid _____

Total Collected \$ _____

Deposit Returned

Deposit Not Returned

Initials: _____ Date: _____

Comments concerning reservation: _____

AFTER THE EVENT

Sign off the Reservation Checklist with each facility usage (even recurring users).

For reimbursement of the security deposit, the facility must be left without damage according to all guidelines. The Recreation Department staff will determine if applicant has complied.

RESERVATION CHECKLIST FOR EACH USAGE OF PONDEROSA PARK PICNIC SHELTER

- € All trash removed from facility with trash bags that you supplied. Do not remove DRUM LINERS
- € Spills in picnic shelter, bathrooms, lawns, or play surfaces must be cleaned up or mopped up.
- € All restrooms & toilets checked to be flushable and clean and free of any contents (stopped up toilets will incur deposit fee charge).
- € All food items removed from park facilities.
- € All lights turned off.
- € All decorations including tape, staples, nails, glitter, and confetti have been removed.

For emergencies only contact: Tim Friar 506-2940

RETURN RESERVATION CHECKLIST TO TOWN HALL AFTER EVENT

Checklist completed by: _____

Representing: _____

Date: _____ Time: _____

**USE OF RECREATION FACILITIES
PONDEROSA PARK PICNIC SHELTER
GENERAL RULES AND REQUIREMENTS**

WHO CAN RESERVE

The Recreation Department of the Town of Six Mile allows its facilities to be reserved by a Six Mile resident, a non-resident, a community group, sports organization, or a business (of the nature allowed by the Zoning Ordinance). However, acting within reasonable discretion, the Recreation Department reserves the right to deny requests for reservations for events that would be considered offensive, in poor taste, or have a significant unmitigated impact on the community.

The following groups/organizations will not be charged a reservation fee to use the town facilities but must complete the Reservation Checklist for each usage. These groups are also subject to the same deposit fee charges as any others except on a post usage basis.

- Service Organizations, i.e. Lion's Club, etc., Boys and Girl Scouts, Political Parties, Young Appalachian Musicians (YAMS) and 4-H
- Any member in good standing with the Six Mile Volunteer Fire Department (family-oriented event only)
- Benefits held for the purpose of raising funds for local families/individuals in dire need of assistance.

All other conditions applicable to any other reservation apply for the above and will be inspected.

No deposit refund will be issued if cancellation is made less than one week prior to the scheduled reservation.

GENERAL USE GUIDELINES

No use of tobacco or alcohol is allowed in or on recreation facilities. The use of grills or other food preparation equipment is allowed with prior approval of the Recreation Department.

When reviewing an event reservation request, the Recreation Department may add conditions of approval to ensure that the event does not have a negative, unmitigated impact on the community.

Any person, group, or organization who reserves (herein referred to as the **user**) the picnic shelter, shall comply with all Town signage permit requirements.

Any activities conducted on Town Property and public right of way must not discriminate on the basis of race, color, religion, sex, sexual preference, age, national origin, familial status or disability.

Town and/or Recreation-sponsored events take priority over all other usage of the facilities.

The Recreation Department may limit facility reservations on holidays and holiday weekends due to strong demand for Town facilities on such occasions.

Users will be required to have no less than one adult chaperone for each 10 minors present during use of facilities. The picnic shelter and the fields are reserved separately. The reserving of one does not constitute reserving the other.

INFLATABLES, BOUNCE HOUSES, FIRE WORKS AND/OR WATER SLIDES OF ANY KIND ARE NOT ALLOWED.

User must bring trash bags to remove event trash. Using and replacing a trash bag in drum receptacles will not suffice. The typical “home” trash bag is too small for these receptacles and will create issues if used in the drums.

Live or amplified music is permitted, however, in order to minimize potential disruption of the use and enjoyment of other park guests, music/noise levels for the event shall comply with a maximum decibel level of 60 dBA. Failure to comply with this requirement shall result in immediate suspension of the reservation and termination of the event.

No decorations shall be displayed or installed by the user which may damage or deface park property, including structures, lawns, vegetation, and playing surfaces. The user is responsible for removing all their own decorations and trash at the end of their reservation.

Trucks, cars, trailers, and all other vehicles are not allowed on any of the lawns at Ponderosa Park except by permission of the Recreation Department.

Violations of any of the rules/regulations set forth herein, any Town ordinance or regulation, or standing rules of Ponderosa Park may result in immediate eviction from park facilities, loss of deposits, and/or denial of future reservations.

APPLICATIONS FOR RESERVATION

Reservations may be made up to twelve (12) months in advance.

No deposit refund will be issued if cancellation is made less than one week prior to the scheduled reservation.

Any change in hours, or conditions indicated on the original reservation application, must be done at least seven (7) days prior to the scheduled reservations (subject to availability).

The Town of Six Mile and the Recreation Department assume no responsibility for injury to individuals, guests, damage to personal property or loss of personal property related to reservations. **THESE EVENTS AND ANY RELATED LIABILITY OF ANY FORM ARE SOLE RESPONSIBILITY OF THE USER.**

The user is solely responsible for damages/accidents or injuries to persons or property resulting from use of facilities by the user, guests of the user, any contractor of the user, or any other person attending the event/activity being conducted by the user.

No more than two reservations will be made for one day. The picnic shelter can be reserved for the Morning (8am-2pm) or the Afternoon (2pm-8pm). Two reservation fees and one deposit will be charged if reservation requires a portion of both time slots.

