



CITY OF STAR
P.O. Box 130
Star, Idaho 83669
Phone (208) 286-7247 Fax (208) 286-7569

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 ___	Animals	yes ___ no ___
Alcohol Use	yes ___ no ___	Overnight Parking	yes ___ no ___
Vending	yes ___ no ___	Fires	yes ___ no ___
Time Extension	yes ___ no ___	Signage	yes ___ no ___
Parking	yes ___ no ___	Fireworks	yes ___ no ___
Amplification	yes ___ no ___	Camping	yes ___ no ___
Miscellaneous	_____	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 Star 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 Star parks and facilities. Star City Code 4-5 (Ordinance No. 112).

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

FOR OFFICE USE ONLY		
Fee: _____	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. Applications for exclusive use of the entire park must be filed at least thirty (30) working days prior to the date of use. 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 AND RESIDENCY

In addition to the rental fee, a \$50 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. Reservation fees are based on residency. A resident is defined as any person residing or organization located within the corporate limits of the City of Star. Individuals and/or organizations within the City of Star, but not within the corporate city limits, are considered non-residents and shall pay non-resident rates.

	Resident Fees	Non-Resident Fees
All Day Use (1/2 hr. before sunrise – 1/2 hr. after sunset)	\$150.00	\$255.00
First four (4) hours	\$75.00	\$120.00
Second four (4) hours	\$50.00	\$85.00
Third four (4) hours	\$25.00	\$50.00

INSURANCE

Insurance may be requested naming the City of Star 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 cancelled due to rain-out (if a call received the next working day) or if the park reservation is cancelled 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 286-7247.