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

REQUESTED PERMIT WAIVERS:
Alcohol Sales  yes ___   no ___   Stage   yes ___   no ___
Alcohol Use    yes ___   no ___   Fires   yes ___   no ___
Time Extension yes ___   no ___   Signage  yes ___   no ___
Parking        yes ___   no ___   Fireworks  yes ___   no ___
Amplification  yes ___   no ___   Electrical Outlet  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 6  (Ordinance No. 113).

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

FOR OFFICE USE ONLY
Reservation Fee: __________ Electric Outlet Fee: __________ Total Fee Paid: ________________
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. Electrical outlets at Blake Haven Park are available upon request and approval for a non-refundable fee of $25. 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.

<table>
<thead>
<tr>
<th></th>
<th>Resident Fees</th>
<th>Non-Resident Fees</th>
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</thead>
<tbody>
<tr>
<td>All Day Use</td>
<td>$150.00</td>
<td>$255.00</td>
</tr>
<tr>
<td>(1/2 hr. before sunrise – ½ hr. after sunset)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First four (4) hours</td>
<td>$75.00</td>
<td>$120.00</td>
</tr>
<tr>
<td>Second four (4) hours</td>
<td>$50.00</td>
<td>$85.00</td>
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<tr>
<td>Third four (4) hours</td>
<td>$25.00</td>
<td>$50.00</td>
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</tbody>
</table>

INSURANCE

Liability Insurance naming the City of Star as additionally insured is required and must be submitted with park Reservation.

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.