

# Shelter Use Agreement & Policy

grow. play. live.



## City of Pleasant Hill

5160 Maple Drive, Suite A, Pleasant Hill, IA 50327  
 Phone: 515-262-9368 Fax: 515-262-9570  
**After Hours: 208-5216**

**RESERVATION INFORMATION:  
 FACILITY REQUESTED (PLEASE CHECK ONE):**

Doanes Park #1 (Main)\_\_\_ Doanes Park #2\_\_\_ Sunrise Park #3\_\_\_ CC Lake Park #4\_\_\_ CC Estates Park #5\_\_\_.

Event Date: Month / Day / Year	Start Time	Exit Time	Total Hrs	Price Rate	Total

Contact Person \_\_\_\_\_ Group or Organization \_\_\_\_\_

Purpose of Event \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

**RELEASE OF 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 Division, 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 Division, their officials, 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.

**CONDITIONS**

Park hours are 5:00 a.m. to 10:00 p.m. Reservations can be made seven days a week from mid-April through mid-October. Shelters are available on a first come first serve basis. Sole use of the shelters is guaranteed only for the time reserved. Renting the shelters does not guarantee the use of the fields or sole use of the rest of the park structures or facilities. Keg beer of any size, party balls, hard liquor or glass containers are not allowed in the parks.

Contact person shall agree to (1) Remove and dispose of decorations. (2) Place all picnic tables in an orderly fashion within the shelter. (3) Survey the restrooms and grounds and dispose of non-contained trash that may have been left by the guests. (4) Dispose of all garbage in the dumpster or trash cans provided by the city.

Refunds of rental fees, less a \$10 administrative fee, will only be granted with just cause. Appeals for refund can be made to the Park & Recreation Commission.

If the renter does not abide by the facility use policy, the renter will no longer be allowed to rent any facility of the City of Pleasant Hill. The City of Pleasant Hill reserves the right to refuse and cancel any rental at any time. Discrepancies will be reviewed by the Park & Recreation Commission.

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

\_\_\_\_\_  
 CITY REPRESENTATIVE'S Signature Date

**Make checks payable to the City of Pleasant Hill**

Rental Paid \_\_\_\_\_ Cash \_\_\_\_\_ or Check # \_\_\_\_\_ Receipt \_\_\_\_\_ Processed by \_\_\_\_\_ Date \_\_\_\_\_

# PLEASANT HILL FACILITY USE POLICY

## General Policy Information

All reservations are made at Pleasant Hill City Hall. Reservations will be granted on a first come first serve basis. In the event of reservation conflicts, priority shall be given to the city sponsored event. City sponsored events, library, elections and league signups are not required to pay rent nor provide a damage deposit for facility use but must complete and submit the facility use agreement to guarantee reservation. All other parties must complete and submit the facility use agreement and make full payment to guarantee reservation. Local leagues must have a lease agreement established with the city for the use of specific ball field facilities and are encouraged to provide accommodations for access to such areas when not in use. Refunds of rental fees, less a \$10 cancellation fee for outdoor facilities and a \$50 cancellation fee for indoor facilities, will only be granted with just cause. Cancellations must be made 30 days prior to the reserved date in order to receive a refund. Appeals for refund can be made to the Park & Recreation Commission. If the renter does not abide by the facility use policy, the renter will no longer be allowed to rent any facility of the City of Pleasant Hill. The City of Pleasant Hill reserves the right to refuse and cancel any rental at any time. Discrepancies will be reviewed by the Park & Recreation Commission.

## Outdoor Facilities Use Policy

Park hours are 5:00 a.m. to 10:00 p.m. Reservations can be made seven days a week from mid-April through mid-October. Sole use of the shelters is guaranteed only for the time reserved. Renting a shelter does not guarantee the use of the fields or sole use of the rest of the park structures or facilities. Keg beer of any size, party balls, hard liquor, or glass containers are not allowed in the parks. Contact person shall agree to (1) Remove and dispose of decorations. (2) Place all picnic tables in an orderly fashion within the shelter. (3) Survey the restrooms and grounds and dispose of non-contained trash that may have been left by their guests. (4) Dispose of all garbage in the dumpster or trash cans provided by the city.

<b>Outdoor Facilities Details</b>	<b>Rental Rate</b>
DOANES PARK SHELTER 1 – 451 South Pleasant Hill Blvd - Electricity, picnic tables, grills, water fountain, playground, swings, and public restrooms.	\$30/day
DOANES PARK SHELTER 2 - 5000 Doanes Park Road – No electricity. Picnic tables, grills, water fountain, playground, and swings, basketball hoop. Public restrooms within the park. (No Electricity)	\$20/day
SUNRISE PARK SHELTER - 5400 E Oakwood Drive - Public restroom, water fountain, picnic tables, grills, playground, swings, two basketball courts, ball diamond, and soccer fields. (No Electricity)	\$30/day
COPPER CREEK LAKE PARK SHELTER– 4500 E University Ave – Electricity, picnic tables, grill, water fountain, playground, portable restroom, several commercial businesses nearby.	\$30/day
COPPER CREEK ESTATES PARK SHELTER– 2115 COPPER WYND – This 2 acre neighborhood park has a shelter with electricity and a drinking fountain. The park also includes a regulation size basketball court and modern play equipment.	\$30/day