



Parks and Recreation Department Public Parkland / Facility Rental Use Information Sheet

Facility Requested: _____ Date: _____

Thank you for your interest in utilizing the City of Whitefish Parks and Recreation facilities. The following items must be completed when submitting a Facility Use Agreement Application. Applications will NOT be accepted until all items on this checklist are completed and submitted together.

Required application information:

1. A completed (both sides), legible, signed Facility Use Agreement Application which specifies exact park locations and desired times for use. List location by field #, court #, or by description of physical boundaries.
2. A current certificate of insurance with a copy of the written additional endorsement which meets the requirements listed below:
 - The permit applicant as the insured party (if insurance is obtained through an affiliated organization, then documentation must be attached to verify the current affiliation.)
 - A minimum of \$750,000 per claim/ \$1,500,000 per occurrence liability coverage.
 - "City of Whitefish" listed as ADDITIONAL INSURED on the certificate and WRITTEN ENDORSEMENT on policy
 - Valid coverage through requested dates of use.
3. Anticipated attendance of 150 people and more, please submit application 60 days prior to the event.
4. Facility use fees see page 2

Thank you,

If you have any questions, or need addition information, please contact us at:

City of Whitefish

Department of Parks, Recreation and Community Services

(406) 863-2470 pradmasst@cityofwhitefish.org

2016 Fee Schedule

City of Whitefish Department of Parks and Recreation

Non-Profit

<i>Facility</i>	<u>Daily</u>	<u>Hourly</u>		<u>Daily</u>	<u>Hourly</u>
<i>Roy Duff Armory Bldg.</i>	\$220.00	\$30.00		\$175.00	\$25.00
<i>Gazebos</i>	\$40.00			\$35.00	
<i>Tennis Courts (per field)</i>	\$60.00	\$15.00		\$50.00	\$10.00
<i>Armory Athletic Fields (per field)</i>	\$55.00	\$15.00		\$45.00	\$10.00
<i>Soccer Fields (per field)</i>	\$60.00	\$15.00		\$50.00	\$10.00
	<u>Daily</u>	<u>1/2 Days</u>		<u>Daily Non Profit</u>	<u>1/2 Day Non Profit</u>
<i>Depot Park</i>	\$200.00	\$100.00		\$150.00	\$75.00
<i>Baker Park</i>	\$100.00	\$50.00		\$75.00	\$40.00
<i>Riverside Park</i>	\$100.00	\$50.00		\$75.00	\$40.00
<i>Kay Beller Park</i>	\$50.00			\$40.00	
<i>Soroptomist Park</i>	\$50.00			\$40.00	
<i>Memorial Park</i>	\$100.00	\$50.00		\$75.00	\$40.00

APPROVAL REQUIRED

Check List:

Parking Plan: (for attendance of 100 people or more) _____

Outdoor Lighting: (comply with dark skies ordinance) _____

Extension of Park/Facility Hours of Operation: (10pm) _____

Sound Level Restrictions: (If in a residential area, you must obtain signatures from surrounding residents. No amplified music past 10:00 PM) _____

Exclusive Use of Public Parks and Paths: (closure of park/path for exclusive use) _____

Alcohol Restricted Areas: (describe boundaries) _____

Beer/Wine Permit Information Form:

Will Beer / Wine be consumed: Yes / No

If yes, a Beer/Wine permit must be purchased from the City of Whitefish in the amount of \$10 per event and attached to this application.

Will Beer / Wine be sold: Yes / No

If yes, please submit a copy of your Retail Beer/Wine license or a Special Event Beer/Wine permit within 5 days of the submittal of this application. Failure to comply will void this application.

***Special Beer/Wine Permit - Special permits to sell beer and wine at special events such as picnics, conventions, fairs and sporting events are available to corporations and associations sponsoring such events. The fee is \$10 a day for each day beer and wine are sold; a one day permit has no fee. A completed application with fees and approvals must be received by the Department of Revenue three days prior to the event. Please contact the Department of Revenue @ (406) 444-2511.**

_____ Applicant will ensure that all participants comply with all laws and ordinance regulating the
(initial) consumption of the beer and or wine.

_____ No underage person will be allowed to consume beer and or wine.
(initial)

_____ Anyone who appears legally intoxicated will be refused further beer/wine and will be immediately furnished
(initial) transportation home.

_____ All beer and or wine containers will be properly disposed of.
(initial)

_____ Applicant will protect the City of Whitefish from any liability resulting from the breach of this agreement for
(initial) from the consumption of beer/wine on City property.

_____ Applicant acknowledges this permit may be revoked for failure to comply with its term.
(initial)

Policies and Regulations

- A facility use application must be completed 30 days (*60 days, see below) in advance per special event & group function and can only be submitted one year prior to the event.
- Only persons 18 years of age and older may rent public facilities. To complete the application process, park staff must verify age of applicant via visual inspection of a photo ID or obtain a copy of photo ID.
- The City of Whitefish discourages consecutive group functions & special events.
- Please refer to City ordinances for regulations regarding amplified sound, tents, signs, or posters on public property.
- Do not stake anything into the ground without written approval from Whitefish Parks and Recreation Department.
- Refunds will not be given for inclement weather conditions.
- Reservations must be cancelled at least 48 hours in advance to receive a partial refund. A 20% administration fee will be charged for all refunds.
- It is the responsibility of the applicant to pay for all costs of damages that may occur during their function.
- I understand that if the Parks & Recreation staff is required to clean the facility after my event, the cost will be \$25.00 per staff hour minimum (for cleaning, in addition to necessary materials and supplies). If there is a cleanliness issue or noticeable damage, please report it to the Parks office @ 863-2470 immediately. Cleaning supplies, brooms and mops are located in the posted cleaning supply closet in each facility. Garbage is to be disposed of in the outside receptacles.
- Restrooms – Subject to seasonal closing.

*Please note:

If event attendance is 150 or more, this application must be submitted 60 days prior to requested date of use

Waiver of Liability

I hereby certify that I have read and understand the policies and procedures regarding the use of public facilities. I further agree to hold the City of Whitefish, its governing board, the individual members thereof and all officers, agents and employees free and harmless of any loss, damage, liability cost or expense that may arise during or be caused in any such use or occupancy of City property.

Applicants Name (please print): _____

Applicant's signature: _____ Date: _____

****Office Use Only****

Applicant Age Verification: Employee Initials ___ --

Facility Rate: \$ _____

Alcohol Permit: \$ _____

Total Amount Due \$ _____

Batch # _____ CASH / CHECK / CREDIT CARD

MC/Visa _____ Card # _____ Exp Date _____ 3 digit code _____

Check # _____

Approved

Parks and Recreation Director Date

Police Chief Date

Fire Chief Date

Public Works Date

Comments: Parks

Comments: Police

Comments: Fire

Comments: Public Works

