

MASON CITY PARKS & RECREATION DEPARTMENT
326 4th St. NE. – Suite # 1
Office Phone: 641-421-3673 Fax: 641-421-3635

FACILITY/PARK REQUEST FORM

Name of Applicant _____ Date _____

Address _____ Phone _____

Email _____ Cell Phone _____

Sponsoring Organization _____

Name and Type of Event (Please be specific)

Date _____ Time _____ to _____ Estimated Attendance _____

Please Check ALL that may apply

| | | |
|---|--|-------------------------------------|
| <input type="checkbox"/> Program | <input type="checkbox"/> Open to the Public | <input type="checkbox"/> Meeting |
| <input type="checkbox"/> Competitive Contest | <input type="checkbox"/> Closed to the Public | <input type="checkbox"/> Fundraiser |
| <input type="checkbox"/> Promotional Activity | <input type="checkbox"/> Other (Specify) _____ | |

Park Requested _____ Area _____

Support Requested (example: Bleachers, number of garbage cans, how much electric power)
Please list:

Is this event holding vendors? YES NO

Are you requesting sole rights with vendors? YES NO

If you answered yes to the above two questions, please provide a park map designating the area vendors will be located and the area you would like to have rights over.

CONDITIONS

Please initial by each of the terms and conditions.

_____ Applicant/Lessee agrees that any activity conducted will be in accordance with all pertinent Mason City Parks and Recreation Department regulations and policies as well as applicable federal, state, or local laws.

_____ Damage/Cleaning: A damage/cleaning fee of \$25 per hour will be charged if the following is not completed:

- Decorations removed, including all tacks, staples, and tape;
- Tables wiped clean and in the same place as when party entered shelter;
- Floors swept, debris placed in dumpsters or garbage cans, spills mopped clean (you must supply your own cleaning equipment).
- All garbage within a 25-foot radius of the shelter placed in dumpsters or garbage cans located in the park;
- Shelters with restrooms inside should have toilets flushed and all debris off the floor.

Repair of any damage not caused by normal wear and tear will be charged to the renter. Promptly pay and reimburse the City of Mason City within five working days of the assessment for any such loss or damage.

_____ The Lessee shall refund, indemnify and hold harmless the City of Mason City or their employee's, agents for and against any and all claims, liabilities, cost, and expenses, including attorney fees and court cost, arising from or connected with the activities occurring or equipment used at Lessee's event on the Leased Premises.

_____ Obtain a key and rules for the Bandshell at the Recreation Office. Remember – this is a historical landmark designated by the State of Iowa. If you alter or decide to hang anything without approval you will be fined.

_____ If you have Music or a Sound System, you will need to also obtain a Noise Ordinance Permit from the Police Department.

_____ All participants of this event must obey the City of Mason City Park Hours from 6:00 a. m. to 11:00 p. m. unless approved prior from the Park and Recreation Board

Signature of Applicant _____ Title _____

Sponsoring Organization _____

This event is _____ by Mason City Park and Recreation Board.
Approved Not Approved

This event vending is _____ by Mason City Park and Recreation Board.
Approved Not Approved