

**MASON CITY RECREATION DEPARTMENT**  
**100 S Federal Ave, Suite 201, Mason City, IA 50401**  
**Ph. 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

Program                       Open to the Public                       Meeting  
 Competitive Contest                       Closed to the Public                       Fundraiser  
 Promotional Activity                       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:  
a. Decorations removed, including all tacks, staples, and tape;  
b. Tables wiped clean and in the same place as when party entered shelter;  
c. Floors swept, debris placed in dumpsters or garbage cans, spills mopped clean (you must supply your own cleaning equipment).  
d. All garbage within a 25-foot radius of the shelter placed in dumpsters or garbage cans located in the park;  
e. 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