



# CITY OF YUMA Parks and Recreation

One City Plaza Yuma, AZ 85366 • Phone: (928) 373-5200 (Main Office) • E-mail [parksandrec@yumaaz.gov](mailto:parksandrec@yumaaz.gov)



## Parks & Recreation Facility Reservation Request Form and Use Agreement

<b>Lessee/Organization:</b>		<b>Contact Person(s):</b>	
Non-Profit Organization? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Primary Phone:</b>		<b>Email:</b>	
<b>Secondary Phone:</b>		<b>Additional email:</b>	
<b>Requested Facility (1<sup>st</sup> Choice):</b>		<b>Requested Facility (2<sup>nd</sup> Choice):</b>	
<b>Start Date:</b>	<b>End Date:</b>	<b>Days of the week (if re-occurring):</b>	
<b>Start Time:</b> *include set-up time needed	<b>End Time:</b> *include take-down time needed		
<b>Type of Event:</b>		<b>Expected Number of Attendees:</b>	

**Are you requesting a field or athletic complex for sport event or practice?**  Yes  No  
If yes, please also complete Sport Event Supplemental Questionnaire on Page 5

**Are you requesting this facility for a special event or will have 100+ attendees?**  Yes  No  
If yes, please also complete Special Event Supplemental Questionnaire on Page 7

**Will your event be advertised?**  Yes  No  
\*If yes, complete the Special Event Supplemental Questionnaire on Page 7

**Will there be any jumpers?**  Yes  No      **Will there be waterslides?**  Yes  No  
\*If yes, see use agreement page for policies      \*If yes, \$17 water fee will apply

**Will there be alcoholic drinks and/or food present at your event?**  Yes  No  
\*If yes, please fill out table below

ALCOHOL	FOOD
Will alcohol be served for free? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*If yes, alcohol permit will need to be purchased at the Parks and Rec office</i> <i>*If yes and an entry fee is charged for participants, Special Event Liquor License must be obtained by City Clerk's Office.</i>	Will food be served free? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*If yes, complete Special Event Supplemental Questionnaire on Page 7</i>
Will alcoholic drinks be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*If yes, Special Event Liquor License must be obtained</i>	Will food be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No
How many booths?	How many booths?

.....  
**FOR DEPARTMENT STAFF USE ONLY**

Approved:  Denied:  Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

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## Parks and Recreation

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### Parks & Recreation Facility Reservation Use Agreement and Policies

Hours of Facility Operation (sunrise to 11:00pm)

Please initial to verify you have read, understood, and agree to each policy below.

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#### Payment

**Ramadas** – Payment is required at the time of reservation. Reservations will not be guaranteed without payment. **Refunds are not issued for cancellation or unused time.**

**Special Events/Fields** – A non-refundable deposit of 25% is due within 48 hours of approval. Reservations will not be guaranteed without payment of deposit. The balance due for the event shall be paid in full at least two weeks prior to the event or the event will be removed from the schedule. Refunds are not issued for unused time. Any labor costs incurred to provide additional support services such as moving equipment or marking fields will be charged to lessee in the event the notice of cancellation is not received before services were completed.

**Tournaments** - All tournaments require a \$300 NON-REFUNDABLE deposit. This deposit includes the use of one complex. Additional complexes require an additional deposit of \$150 per complex (3 fields or less), or \$300 (more than 3 fields).

Payments can be made at the City of Yuma Parks and Recreation Office with cash, card, or check. Please make checks payable to **The City of Yuma**. Payments may also be made over the phone at 928-373-5200 with card only.

#### Non-profit Service Providers

Non-profit organizations using City facilities to offer a direct public service to residents of the City of Yuma must have I.R.S. §501(c)3 status in order to qualify for the “Non-Profit” discounted rate. Individuals, agencies or “Non-Profit Service Provider” using the facilities for a function other than providing direct public services must pay commercial rates. A copy of your I.R.S. §501(c)3 status must be provided along with reservation request.

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#### Indemnity, Insurance and Security

Lessee shall hold the City of Yuma harmless from any and all liability, damages, costs, and expenses in connection with any and all claims, actions, or causes of actions for injury, death, or property damage arising from or out of Lessee’s use and occupancy of the facility.

For any event anticipating 200 or more attendees or publicizing your event, Lessee agrees to obtain, at its own expense, public liability, and property damage insurance of not less than \$1,000,000/\$2,000,000 aggregate. The policy shall be a combined single limit for the benefit of third parties on account of any liability fixed by law and assessed, with the City of Yuma named as an additional insured. If alcoholic beverages will be served during the event, separate Liquor Liability insurance in the amount of \$2,000,000 is required, in addition any other insurance. Lessee shall provide certificates of insurance, naming the City of Yuma, its official and employees as additional insured on all policies. All insurance shall contain waiver of subrogation against the City and shall be primary and not contributory to any coverage provided by the City. Certificates of insurance with formal endorsements shall be provided to the City not less than 14 days prior to the event. Failure to provide insurance with formal endorsements shall be provided to the City no less than 14 days prior to the event will result in forfeiture for the use of the rented facilities and cancellation of the event by the City. All insurance must be provided by companies duly licensed to do business in the State of Arizona. All policies must be on a for satisfactory to the **City of Yuma**.

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#### Amusement Rides, Inflatable rides, Slides and Jumpers

Amusement rides, inflatable amusement rides, waterslides, slides, and inflatable jumpers are not permitted on city property unless the lessee and/or owner of the amusement rides, inflatable amusement rides, waterslides, slides, and inflatable jumpers provides the City of Yuma with proof of liability insurance for that equipment prior to the set up on city property. Such liability insurance shall name the city as an additional insured. The required insurance may be obtained from an insurance provider of lessee/s choice.

The Lessee **MUST** provide security personnel for commercial/private functions with 100 people or more attending. The size of the group and nature of the function will determine the number of guards required. Staff reserves the right to establish this requirement. Security personnel **must be easily identified** during event. City staff shall have the authority to require security personnel whenever deemed necessary to protect the interests of the City. Proof of security personnel (if required) and certificate of liability insurance must be provided to the City of Yuma no later than 14 days prior to the scheduled event.

**Cancellation Policy**

**Ramadas** – No cancellation or refund on ramada reservations, no exceptions. No refunds will be made due to inclement weather. Ramada location and/or date can be changed to a different date/location, if available. Transfer fee will be applied.

**Special Events/Fields** – An event cancelled in writing as follows:

- Cancelled 60 days = 100% of amount paid *after* non-refundable deposit
- Cancelled 14 days to 59 days = 50% of amount paid *after* non-refundable deposit
- Cancelled 13 days or less = no refund of paid amount

**Tournaments** – Sporting event cancelled in writing as follows:

- Cancelled at least 15 days prior to event = 100% of deposits made for *additional* complexes.
- No refunds will be given** for deposit of one complex.

**General Policies**

Facilities may only be reserved by persons 18 years or older. A designated responsible party must be in attendance throughout the scheduled time and contact phone number must be provided to the Parks & Recreation Department prior to the event.

Parks personnel cannot control or monitor the type of equipment that is plugged into the ramada outlets, therefore there is no guarantee that electrical outlets in any ramada will be functioning at the time needed. Please plan to bring a generator for your electrical power needs.

**If there is an issue with the park or ramada that creates a problem for rental use, please call 928-373-5200 Monday-Friday, 7am to 5pm; or 928-210-1319 for afterhours, within the hour. In case of emergency, call 911 or police dispatch at 928-783-4421**

Lessee acknowledges that they are renting a specific area (ramada, partial open space area, field) and that other activities may be taking place or be open to the public. Please DO NOT interfere with other activities.

All regulations apply to the lessee’s guests and lessee is responsible for their conduct. Lessee shall be held monetarily liable for damage to equipment, furnishings, and the facility. Replacement and repair of any equipment, furnishings, or facilities will be made by the City of Yuma and the cost of such repairs or replacements will be invoiced to the lessee.

Glass bottles or containers are not allowed in parks or facilities. Only beer and malt liquor can be served. If alcohol is found on the premises without a license or permit, staff has the right to immediately terminate the function. All trash is to be placed in appropriate containers. Containers are located throughout the facility. If more containers are needed, please request additional containers for an additional fee on the facility request form.

Only portable or table decorations may be utilized. UNDER NO CIRCUMSTANCE shall anything be affixed (stapled, glued or nailed) to City property. The Lessee will not be allowed to alter, temporarily or permanently, any part of the facility.

Lessee shall comply with all federal, state, and local fire and safety regulations. No open fire pits allowed unless with prior written approval.

Groups utilizing the facilities must comply with the provisions in a manner that meets Title II obligations under the Americans with Disabilities Act of 1990, 42 U.S.C. Sec. 12101. This provision may be waived at the sole discretion of the City of Yuma if an alternative policy or method of dealing with ADA compliance issues in City-owned and leased facilities is adopted by the City Council.

The Parks Department requires at least 7 working days’ notice for any changes to the event plan as submitted. Approval for changes is subject to staff and park availability.

**By signing below, I acknowledged that I have read and understand the policies described in this use agreement form:**

**X**

Signature

Date



# City of Yuma Parks and Recreation

## Sport Event Supplemental Questionnaire



Additional fees may apply to field rentals and special events such as site supervisors, porta-potties, maintenance fees, etc. All required maintenance procedures are done by the City of Yuma Parks Maintenance Division. Additional maintenance procedures may be requested by the customer. For more information, contact the Parks & Recreation office.

The concession stands/buildings located at our facilities are not available to be used or rented.

DATE(S)	SET UP TIME	EVENT TIME	TAKE DOWN TIME

**Age Division (Please check):**

8U     10U     12U     14U     18U     Adults     Other : \_\_\_\_\_

**Type of Activity (Please check):**

Slow-Pitch Softball     Fast-Pitch Softball     OTL     Baseball     Football   
 Soccer     Volleyball     Basketball     Horseshoe     Other : \_\_\_\_\_

**Level of play (Please check):**

Recreational     High School     Competitive     College     Other : \_\_\_\_\_

**Field Prep (Please check): Yes  No**

Line marking: Infield     Outfield     Paint Foul lines   
 OTL Lines     Co-Rec Lines     Other (Field dimensions in feet) : \_\_\_\_\_

**Additional Request (Please check):**

Scoreboards     Extension Mats     P/A System     Benches     Trash Cans   
 Pitching Rubber  (distance in feet): \_\_\_\_\_  
 Double first base     Pitching mounds     Fencing (Subject to availability)   
 Bases: 60'     65'  (PAAC ONLY): 70' 75'  90'  
 Soccer Goals: 6v6     11v11

**Type of shoes (Please check):**

**(Metal cleats will require additional maintenance)**

Rubber Cleats:     Metal Cleats (NO METAL CLEATS ON TEMPORARY MOUNDS):

**Time Limit of Scheduled Games (Please check):**

1HR:     1:15HR:     1:30HR:     1:45HR:     2HR:     Other : \_\_\_\_\_

***For tournaments or sport events lasting 3 or more hours, please see next page.***



# City of Yuma Parks and Recreation

## Sport Event Supplemental Questionnaire



Please view table below for assistance in scheduling tournaments and maintenance for sport event.

**Field Maintenance Matrix:**

	1 hour	1:15 hour	1:30 hour	1:45 hour	2 hour
Adult Softball	5 games	4 games			
Adult Baseball				2 games	2 games
Youth Baseball 12 and Under	5 games	4 games	3 games	2 games	2 games
Youth Baseball 13 to 18			2 games	2 games	2 games
Youth Softball	5 games	4 games	3 games		
Youth Softball 13 to 18		2 games	2 games	2 games	

**Field Maintenance Regulations:**

1. All fields will be prepared for play prior to the start of the scheduled usage.
2. Field maintenance procedures are based upon the number of hours or games played.
3. The City of Yuma Parks maintenance division does all required maintenance procedures.
4. The customer may request additional maintenance procedures.
5. All multi-day/multi-facility events must have a schedule turned in to the Parks and Recreation Department 10 days before the first reservation date.



# City of Yuma Parks and Recreation Special Event Supplemental Questionnaire



Additional fees may apply to field rentals and special events such as site supervisors, porta-potties, maintenance fees, etc. All required maintenance procedures are done by the City of Yuma Parks Maintenance Division. Additional maintenance procedures may be requested by the customer. For more information, contact the Parks & Recreation office.

The concession stands/buildings located at our facilities are not available to be used or rented.

1. Will this event be advertised?  Yes  No

a. How or where will your event be advertised?

Radio  Social Media  Newspaper  Other : \_\_\_\_\_

2. What type of event will this be? Please check all that apply.

Fundraiser	<input type="checkbox"/>	Religious Event	<input type="checkbox"/>	Military Event	<input type="checkbox"/>
Reunion	<input type="checkbox"/>	Company Party	<input type="checkbox"/>	Wedding	<input type="checkbox"/>
Run/Walk	<input type="checkbox"/>	Car Show	<input type="checkbox"/>	Trade Show	<input type="checkbox"/>
Concert	<input type="checkbox"/>	Festival	<input type="checkbox"/>	Expo	<input type="checkbox"/>

Other : \_\_\_\_\_

3. Will you have the following:

Fencing?  Yes  No

Stage?  Yes  No

Traffic blockers?  Yes  No

If hosting a car show or similar event, how many vehicles will be showed? \_\_\_\_\_

4. If you will be having vendors, what type of vendors?

Consumables  Entertainment  Product  Other : \_\_\_\_\_

What set-up will they have?

Food truck  Booth  Cart  Other : \_\_\_\_\_

\*All vendors are required to have City of Yuma Business License and AZ Tax ID number

5. Does event require the requested facility to be closed to the general public?

Yes  No

6. Please also submit a picture map/diagram of how you plan to have event set up in area(s) of the park/facility.