



City of Clear Lake Shelter House Rental Agreement

Return completed form & deposit to: PO Box 185, Clear Lake, IA 50428
or drop off at City Hall, 15 N 6th St

Park: Armour Pugh MacGowan Pine Tree Tourist

Reservation Date: _____ Reservation Time: _____ (Park Hours 5 am – 11 pm)

Name _____ Name of Group/Organization (if applicable) _____

Event or Purpose of Reservation _____

Email Address _____ Contact Ph# _____

Mailing Address _____ City _____ State _____ Zip _____

RESTROOM KEY NEEDED FOR ARMOUR PUGH PARK ONLY

The Shelter House restrooms at Armour Pugh Park are locked. Please pick up a key for the restrooms on the business day prior to your reservation by 5 pm at City Hall, 15 N 6th St, or call (641) 357-5267 to make other key pick-up arrangements. If you do not pick up your key during business hours, the key will be left for you at the Police Department.

PARK & REC BOARD APPROVAL NEEDED

If the answer is "yes" to any of the below questions, your rental request must receive approval from the Park & Recreation Board. The Board meets the 4th Wed. of each month so please plan ahead and allow ample time for the approval process.

1. Do you expect greater than 50 Attendees? _____ If yes, expected # _____
2. Will you have inflatables? _____ If yes, also provide proof of liability insurance, insuring against any loss that the City or any person may sustain arising out of or in connection with this event for the following minimum amounts: (1) Public Liability - \$250,000/person; \$500,000 per accident; and (2) Property Damage - \$100,000 per accident. You are hereby advised that it is your responsibility to insure that any such device has been inspected by the State of Iowa and that the inspection sticker is attached to the device.
3. Will there be food vendors at your event? _____ If yes, there are additional requirements to be met. We will contact you to discuss.
4. Do you anticipate the need for vehicles to be driven in the park? _____ No motorized vehicles are allowed in the park; however, approval may be obtained under certain restrictions.
5. Will music be played? _____ Music is allowed; however, our goal is that neighbors are not inconvenienced by excessive volume or duration.

DEPOSIT NEEDED

A \$25 deposit is due prior to Armour Pugh restroom key pick up and is to be paid by check post-dated to the date of event (no cash will be accepted) .

Or if you answered "Yes" to any of the above questions, a \$200 deposit check post-dated to the date of event (no cash will be accepted) is due along with a completed Rental Agreement. Once the deposit and Agreement are received, your event request will be scheduled for the next P&R Board Meeting.

RESERVATION PROCEDURES

We begin taking reservations for the coming year on the first business day in December. Phone reservations are accepted by calling the Parks & Rec Department at 641-357-7010 or City Hall at 641-357-5267. Rental Agreement and deposit are required prior to date of reservation.

Please Read Carefully Before Signing

RESPONSIBILITY FOR PREMISES / LIABILITY

The applicant who signs the rental agreement on behalf of the renting group or organization stipulates that he or she is acting with authority of said group and shall be responsible for the care and supervision of equipment and facility areas in addition to enforcement of all park rules.

CONDITIONS:

1. Applicant/User agrees that any activity conducted will be in accordance with all pertinent Clear Lake Parks & Recreation Department regulations and policies, as well as any applicable federal, state or local laws.
2. Any unusual expenses incurred by the City of Clear Lake resulting from this activity shall be the responsibility of the Applicant/User.
3. Applicant/Users shall be responsible for all damage to, misappropriation of, the premises or any part thereof, including contents and furnishings of any building/structure, shall promptly pay and reimburse the City of Clear Lake for any such loss, damage or incurred expense.
4. The Applicant/User shall defend, indemnify and hold harmless the City of Clear Lake, the City of Clear Lake's employees and agents for and against any and all claims, liabilities, costs and expenses, including attorney fees and court costs, arising from, or connected with, the activities occurring or equipment used at Applicant's/User's event on the said premises.
5. The Applicant/User shall obtain public liability coverage as specified in the application.

The applicant agrees to do the following:

1. Relock the park's restroom at the end of the event (Armour Pugh Park).
2. Return the key to City Hall the following business day. A drop box is available after hours (Armour Pugh Park)
3. Make sure all garbage is placed in the receptacles provided. If garbage exceeds receptacles provided, it is your responsibility to take the excess garbage. If dumpsters are used, they must be removed promptly after event.
4. The shelter house and restrooms will be left clean, undamaged and in the same condition as prior to the rental. The Applicant understands that damages or extra cleaning will be charged on a time and material basis and will be deducted from the deposit and the Applicant will be responsible for reasonable expenses above the deposit.

The City of Clear Lake reserves the right to cancel this rental agreement for any reason if deemed necessary. I understand and agree that no insurance is provided by the City of Clear Lake and that the City of Clear Lake will not be held responsible for accidents. The person completing this application must be at least 18 years of age.

Signature of Applicant _____ Date _____

Printed Name of Applicant _____

CONTACT INFO for Problems or Concerns...

Parks & Recreation Office (during normal business hours) -- **(641) 357-7010**
City Hall (if unable to reach Parks & Recreation during business hours) -- **(641) 357-5267**
Police Department (evenings or weekends) -- **(641) 357-2186** (They will contact P & R staff)

Office Use: Staff Initials _____ Deposit Ck# _____/\$_____ Date ____/____/____ Key # _____ Rtrnd _____