

# City of Canton

## PARK RESERVATION FORM

A reservation form must be completed and returned to City Hall. Use of the facilities is for the time specified below.

If for any reason you decide not to use the facility or need to change the date, PLEASE notify City Hall so that the facility would then be available for use of others.

FACILITY REQUESTED: \_\_\_\_\_

RESERVATION DAY/DATE REQUESTED: \_\_\_\_\_

TIME: \_\_\_\_\_ TO \_\_\_\_\_ # OF PEOPLE: \_\_\_\_\_

TYPE OF FUNCTION AND/OR ACTIVITY: \_\_\_\_\_

IS THIS AN ORGANIZATION SPONSORED EVENT? YES \_\_\_\_\_ NO \_\_\_\_\_  
(If YES, please see lower section on the other side of this form.)

NAME OF RESPONSIBLE PERSON AND/OR ORGANIZATION MAKING RESERVATION:  
\_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ZIP CODE: \_\_\_\_\_

PHONE NUMBER (cell preferred): \_\_\_\_\_

YOUR SIGNATURE IS REQUIRED ON THE OTHER SIDE OF THIS FORM.

Application Date: \_\_\_\_\_ In Person \_\_\_ By Phone \_\_\_ Received by: \_\_\_\_\_

FEE AMOUNT \$ \_\_\_\_\_ FEE RECEIVED DATE: \_\_\_\_\_ FEE REC'D BY: \_\_\_\_\_

FEE RETURN REQUEST Date of Request: \_\_\_\_\_ Requested by: \_\_\_\_\_

Reason for request: \_\_\_\_\_

Fee Returned: Y/N Fee Return Date: \_\_\_\_\_

### SEE OTHER SIDE FOR REGULATION INFORMATION

- **NO PUBLIC INTOXICATION OR DRUNKENNESS WILL BE TOLERATED IN CANTON'S CITY PARKS.**
- **Leave the premises free of garbage and trash.**
- **A \$10.00 fee per shelter is required.**

The City of Canton (the sponsors and builders) are pleased that you find the facilities a suitable and attractive location for your event. In order to keep it in good shape for future use, the following guidelines should be followed:

1. Please leave the property like you found it. (It should be clean with the exception of sweeping the floor, but if you find it littered or otherwise unsuitable upon first arriving, please notify City Hall.)
2. If streamers, crepe paper, banners, and/or posters are used, use a clear tape (not duct tape) or household staples. Please do not use nails or a staple gun. (These larger staples will leave obvious holes in the woodwork.) **Remove all decorations, tape, and staples after use.**
3. Please pick up all litter and any residue on the floor and surrounding ground, such as artificial rose petals.
4. If you turn on lights at the facilities, please turn them off before you leave.
5. Be careful not to damage the surrounding lawn, especially if the lawn is wet. If damaged with chair legs, etc. please try to repair.
6. Upon paying the fee, a notification of the date of the reservation will be posted outside the facility. If someone happens to claim use at your reservation time and will not vacate, please refer him or her to the official notice. If a problem persists, notify the Police Department at 573-288-4412. After regular business hours, the phone call will roll to the E911 non-emergency line. An officer will be dispatched to provide assistance to you.

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The user(s) hereby agree to abide by the Park Board's rules and regulations. Additionally, the user(s) to the fullest extent permitted by law, agrees to indemnify, defend and hold harmless the City of Canton, its officers, agents, volunteers, and employees from and against all suits, claims, damages, losses, and expenses, including but not limited to attorneys' fees, court cost, or alternative dispute resolution cost arising out of, or related to the use of City's facilities, building, equipment or infrastructure under this agreement involving an injury to a person or persons, whether bodily injury or other personal injury(including death), or involving an injury or damage to property (including loss of use or diminution in value), but only to the extent that such suits, claims, damages, losses or expenses are caused by the negligence or other wrongdoing of the user(s), its officers, agents and volunteers, or anyone directly or indirectly employed or hired by the user(s) to or anyone for whose acts the user(s) may be liable, regardless of whether caused in part by the negligence or wrongdoing of City and any of its agents or employees.

**Insurance Requirements for Organizations / Businesses / Non-Profits:**

- Must provide proof of general liability insurance with a combined single limit of not less than \$1,000,000 per occurrence. In those cases when a general liability policy has an annual aggregate limit, the aggregate limit should not be less than 2 times per occurrence limit, or \$2,000,000.
- Other types of coverage and/or higher limits might be warranted in certain circumstances.
- Provide a Certificate of Insurance naming the City as an additional insured along with the appropriate additional insured endorsement and be provided 10 days in advance of a schedule event.
- All policies of insurance must be on a primary basis, non-contributory with any other insurance and/or self-insurance carried by the City.
- No provision of this agreement shall constitute a waiver of the City's right to assert a defense based on the doctrines of sovereign immunity, official immunity or any other immunity available under law.

\_\_\_\_\_  
**Signature of Responsible Party**

\_\_\_\_\_  
**Date**