



SHELTER RESERVATION

\$25/hr. + tax

RESERVATION DATE: ____/____/____ **TIME:** _____ to _____

- | | |
|---|--|
| <input type="checkbox"/> Savikko Park Shelter 1 | <input type="checkbox"/> Twin Lakes Shelter |
| <input type="checkbox"/> Savikko Park Shelter 2 (log cabin) | <input type="checkbox"/> Riverside Rotary Park Shelter |
| No Vehicle Access Cart Combo: | <input type="checkbox"/> Overstreet Park Shelter |
| <input type="checkbox"/> Savikko Park Volleyball Courts 1 & 2 – see # 5 under Reservations, Rentals & Refunds | |
| <input type="checkbox"/> Channel Wayside Park | |

RESERVATIONS, RENTALS, & REFUNDS:

1. **Parks & Recreation Shelters are available** from 7:00 a.m. to 10:00 p.m., unless otherwise posted. Overnight camping is not allowed.
2. Shelters may be reserved daily **from April to mid-September.**
3. Reservations must be made three days prior to date of shelter use. **Payment is due at time of request.**
4. **Credit or refunds** will only be given if notification is received at least seven days prior to the reserved date. There is no service charge for a reschedule. There is a \$10 service charge for refunds.
5. **Volleyball net posts** are near Savikko Shelters 1 and 2. Volleyballs, nets, and other assorted recreational equipment may be rented for \$15 per rental with a required \$25 refundable deposit. Pick up and rental of equipment can be made at the Parks & Recreation main office.

USE & ACTIVITIES:

1. **PLEASE leave the area Clean and Litter Free!** Receptacles are provided for a limited amount of garbage. Groups greater than 100 people are encouraged to rent a dumpster.
2. **Glass containers** are PROHIBITED within all CBJ Parks & Recreation areas.
3. **Motor-driven vehicles are prohibited.** No person shall operate a motor vehicle within any recreation area, except on the roadways/parking areas designated for such use.
4. **Electricity is available at** Savikko 1 & 2 Shelters and Twin Lakes Shelter. Outlets are on one circuit of 20 amp 120 volt service (approx. 2400 watts). Read the watt use ratings on your appliances; if they add up to greater than 2400 watts, the breaker may be tripped.
5. **Shelter fireplaces/grills.** Contain and control fires within fireplaces/grills. Make certain your fire is completely extinguished before leaving. Wood is not provided. Never burn treated wood, plastics or wood with any nails or other metal objects. Pallet burning is prohibited. No open-pit bonfire burning. Charcoal coals and grease must not be dumped in the park or in park trashcans; please remove and dispose of coals and grease from the premises. **Propane-fueled grills are encouraged.**
6. **Please DO NOT nail or staple into picnic tables, benches or shelter structures.** Rusted nails and sharp staples create a hazard for you and other users.
7. **Amplified Sound** is authorized by special permit only. An amplified sound permit must be approved by the director.

The misuse of the facility or failure to conform to the rules of this permit will be sufficient reason for denying future facility rental.

Please bring your copy of the PERMIT issued by the P&R office to your event. If anyone refuses to leave the shelter during your rental period, please call the Juneau Police Department for assistance (586-0600).

** Please continue to next page **

RENTAL INFORMATION:

Please note that we are unable to process your reservation until the information is completely filled out, initialed where indicated and payment has been processed. If you would prefer, we can call you for your credit card information.

This is a public event This is a private event PLEASE CHECK ONE

Description of Event (EXAMPLE: birthday party, company picnic, fundraiser, class reunion)		
Name or Organization	Size of Group	
Mailing Address	Contact Phone Number	
Email Address	Tax Exempt Number	
Name on Credit Card (for paying w/ credit card only)	Card Holder's Signature	
Card Number	Exp. Date	3-Digit V-Code

_____ * PLEASE INITIAL * Alcohol Sales, Catering and/or use of bouncy houses require a permit. The vendor/caterer must have a valid CBJ permit displayed on site at your event. Violation or failure by the vendor to follow any permit condition is a violation of CBJ 67.01.090(i) and is punishable by a fine of up to \$300 and is grounds for administrative penalties consisting of suspension of all permits issued under Chapter 11 and denial of the right to apply for a new permit for a period of 30 days. By initialing I certify that I agree to abide by this requirement if a permit is required for my event.

Notice: Occasionally, Parks & Rec photographs participants enrolled in recreation programs, events, or on Parks & Rec property. These photographs are used for Parks & Rec purposes only and may be included in future Parks & Rec media. Your presence is your consent, without compensation from Parks & Recreation or the City and Borough of Juneau, to use your likeness.

WAIVER AND RELEASE: I agree to hold the City and Borough of Juneau, including its employees, volunteers, and insurers, with respect to any action, claim, or lawsuit arising out of or related to injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Juneau.

I certify the information contained in this application is true to the best of my knowledge. As group representative, I hereby agree to take responsibility to inform and assure that all group members follow the above rules and the Recreation Area Ordinance of the City and Borough of Juneau. (Chapter 67.01, available upon request.)

Signature of Group Representative

Date

Print Name of Group Representative

*FOR OFFICE USE ONLY*****

Total Charge: \$ _____ **Permit #:** _____ **Receipt #:** _____