



JOHN CAOUILLE MEMORIAL CABIN RESERVATION FORM (at Twin Lakes)

\$25/hr. + tax

RESERVATION DATE: ____/____/____

TIME: _____ to _____

RESERVATIONS, RENTALS, & REFUNDS:

1. **John Caouette Memorial Cabin is limited** to one (1) reservation per day from April through August. The cabin may be reserved between the hours of 7:00 a.m. and 10:00 p.m.
2. Reservations must be made three days prior to date of use. **Payment is due at time of request.**
3. **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.

USE & ACTIVITIES:

1. **CBJ parks are open daily** from 7:00 a.m. to midnight, unless otherwise posted. Overnight camping is not allowed.
2. **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.
3. **Glass containers** are PROHIBITED within all CBJ Parks & Recreation areas.
4. **Use of grills inside the shelter is prohibited.** No charcoal grills are to be used on the wood deck outside of the cabin. Use of propane grills on the deck is allowable.
5. **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.
6. **Electricity and interior lights are available** free of charge. 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. Heat is not available during summer months.
7. **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.
8. **Amplified Sound** is not permitted.

PLEASE REMEMBER TO:

1. **Bring your permit** - please bring your copy of the PERMIT issued by the Parks & Recreation 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).
2. **Lock up** - all six windows must be padlocked and cabin must be secure when you leave. Please review the checklist posted next to the door for additional check-out requirements. If the facility is not secured after use, you will be responsible for any damages. The cost of these damages will be calculated according to the current Building Maintenance hourly labor rate plus the cost of materials.

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 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)	
Group/Event Name (name on Permit)	Size of Group
Mailing Address	Contact Phone Number:
Email Address	<input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Credit on Account
Name on Credit Card (for paying w/ credit card only)	Card Holder's Signature
Card Number:	Exp. Date: 3-Digit V-Code:
Tax Exempt #:	

_____ *** 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 tak 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*****

Electricity Fee: \$ _____ Total Charge: \$ _____ Permit #: _____ Receipt #: _____



JOHN CAOUETTE MEMORIAL CABIN (Twin Lakes) Check-Out List

Please verify that the following has been completed before you leave the cabin:

- Lock all 6 windows** - outside padlocks should be secured on shutters.
- Front **door is locked** and secure.
- All **lights** are turned off.
- Trash** is placed in bear proof trash container outside the front of the cabin. If you have a large group, please bring extra trash bags. Any excess trash that won't fit in the bear proof trash bin should be placed in your own bags and taken with you.
- Hang shutter key** in the cabin on the hook by the door (key attached to hockey stick).
- All items** that you bring **must go** with you.

PLEASE KEEP IN MIND THAT THE CABIN IS INSPECTED ON A DAILY BASIS AND ANY DAMAGE THAT IS SEEN IN THE CABIN WILL BE THE LIABILITY OF THE RENTAL USER WHO USED THE CABIN DURING THAT DAY.

Thank you for helping to keep our facilities safe and clean!

For assistance Monday through Friday between 8:00 a.m. and 4:30 p.m., please contact Parks and Recreation at (907) 586-5226.

For after-hours assistance, please call (907) 957-6650.