

# SHELTER & EQUIPMENT RESERVATION

## Contact Information

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## Organization Information

(if applicable)

Organization Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Tax Exempt # \_\_\_\_\_

For Non-Profit Organizations and Government Agencies Only

## Reservation Information

Shelters are available  
7:00AM to  
10:00PM

**\*Summer**  
April 15 through  
September 15

**\*\*Winter**  
September 16  
through April 14

### SHELTERS \*Summer: \$25/hr + tax \*\*Winter: \$20/hr + tax

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Savikko #1             | <input type="checkbox"/> Marine Park  | <input type="checkbox"/> Riverside Rotary Park     |
| <input type="checkbox"/> Savikko #2 (log cabin) | <input type="checkbox"/> Overstreet Park  | <input type="checkbox"/> Treadwell Office Building |
| <input type="checkbox"/> Auke Lake Wayside      | <input type="checkbox"/> Pioneer Pavilion   | <input type="checkbox"/> Twin Lakes                |
| <input type="checkbox"/> Channel Wayside        | <input type="checkbox"/> John Caouette Memorial Cabin (available April to August) |  |

DATE \_\_\_\_\_ TIME \_\_\_\_\_ TO \_\_\_\_\_

Description of event \_\_\_\_\_

Number of people expected \_\_\_\_\_

Please check one:  Private Event  Public Event

### EQUIPMENT fee + tax

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Badminton \$15                  | <input type="checkbox"/> Bocce \$25      | <input type="checkbox"/> Corn Hole Bags \$15 |
| <input type="checkbox"/> Croquet \$15                    | <input type="checkbox"/> Horseshoes \$15 | <input type="checkbox"/> Pickleball \$25     |
| All equipment requires a <b>\$25 refundable deposit.</b> |  | <input type="checkbox"/> Volleyball \$15     |

### Payment Method:

- |   |  |
|---|--|
| <input type="checkbox"/> Credit Card, use information below | <input type="checkbox"/> Cash  |
| <input type="checkbox"/> Call to pay with card over phone   | <input type="checkbox"/> Check (call for exact total before mailing) |

Name on Card \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ CVC \_\_\_\_\_

Card Holder Signature \_\_\_\_\_

**MORE ON THE REVERSE. PLEASE TURN OVER TO COMPLETE.**

### OFFICE USE ONLY

Equipment Pick Up:

Equipment Return:

Received by \_\_\_\_\_ Date \_\_\_\_\_ Receipt # \_\_\_\_\_ Permit # \_\_\_\_\_

Date/time \_\_\_\_\_ Staff \_\_\_\_\_

Date/Time \_\_\_\_\_ Staff \_\_\_\_\_

Deposit Refunded:

Yes  No \_\_\_\_\_

## RESERVATION and REFUNDS

- Reservations must be made **3 days in advance**. Payment is due at time of request.
- **Please bring a copy of your PERMIT to your event.** If anyone refuses to leave the shelter during your rental period, please call the Juneau Police Department for assistance (586-0600).
- **Misuse of the facility or failure to conform to the rules of this permit will be sufficient reason for denying future facility rental.**

**\* PLEASE INITIAL\*** 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.

## SHELTER INFORMATION

- Please leave the area clean and litter free! Groups +100 people are encouraged to rent a dumpster.
- **Glass** containers are **PROHIBITED** within all CBJ Parks & Recreation areas.
- **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.
- **Electricity** is available at Savikko 1 & 2, Overstreet Park and Twin Lakes. 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.
- Contain and control fires within **fireplaces/grills**. Fire must be completely extinguished before leaving. Wood is not provided. Pallet burning is prohibited. No open-pit bonfire burning. Remove and dispose of coals and grease from the premises. Propane-fueled grills are encouraged.
- **Amplified Sound** is authorized by special permit only and must be approved by the director.

## EQUIPMENT INFORMATION (if applicable)

- Equipment rental must be picked up during business hours on the day of rental or Friday before at the Parks & Recreation office: 155 S. Seward Street.
- A **\$25 deposit** will be charged at the time of reservation.
- Deposit will be refunded if equipment is returned on time and in the same condition it was issued.

**\* PLEASE INITIAL\*** I understand that I will be charged a day rental fee plus tax for every day the equipment that I have checked out is overdue. If equipment is damaged, lost, stolen or not returned in the same condition as issued, I agree to pay for repairs or replacement at full cost.

## VENDOR PERMIT INFORMATION

**\* 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.**

## WAIVER and RELEASE

**NOTICE:** Occasionally, Parks & Recreation photographs participants enrolled in recreation programs, events, or on Parks & Recreation property. These photographs are used for Parks & Recreation purposes only and may be included in future Parks & Recreation 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.

Signature \_\_\_\_\_

Date \_\_\_\_\_