



SHELTER RESERVATION AND EQUIPMENT RENTAL

Contact Information

Name _____
Mailing Address _____
Phone _____ Email _____

Organization Information (if applicable)

Organization Name _____
Mailing Address _____
Phone _____ Email _____
Tax Exempt # _____
For non-profit and government agencies only

Reservation Information

Summer
Apr 15 - Sept 15

Winter
Sept 16 - Apr 14

7 a.m. to 10 p.m.

DATE _____ **TIME** _____ **TO** _____
Description of Event _____ Public Private
Number of People Expected _____ ⚡ Electricity Needed Yes No

SHELTERS Summer \$35/hr +tax Winter \$30/hr +tax
Savikko #1 ⚡ Marine Park ⚡ Riverside Rotary Park
Savikko #2 ⚡ (Log Cabin) Overstreet Park ⚡ Auke Lake Wayside
Treadwell Office Building Channel Wayside
Pioneer Pavilion ⚡ Twin Lakes ⚡
Fish Creek John Caouette Memorial Cabin ⚡

EQUIPMENT Noted fee + tax and refundable \$25 deposit
Badminton \$15 Bocce \$25 Corn Hole Bags \$15
Croquet \$15 Horseshoes \$15 Pickleball \$25 Volleyball \$15

Payment Information

Accepted: Visa
MasterCard
Discover

Credit Card is present Cash Check
Card is not present, use information below Call to make payment

Name on Card _____
Credit Card Number _____
Expiration Date _____ CVC _____ Zip Code _____
Card Holder Signature _____

Rules, Waivers, and Signature

MORE ON THE REVERSE. PLEASE TURN OVER TO COMPLETE.

RESERVATION and REFUNDS

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.

- 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 (907-586-0600).
- Misuse of the facility or failure to conform to the rules of this permit will be sufficient reason for denying future facility rental.

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.
- At shelters with electricity, outlets are on a single 20-amp, 120-volt circuit (approximately 2,400 watts total). Please check the wattage ratings on your appliances—if the combined total exceeds 2,400 watts, the breaker may trip.
- Fires must be contained within fireplaces or grills and completely extinguished before leaving. Wood is not provided. Pallet burning and open-pit bonfires are prohibited. Coals and grease must be removed from the premises and disposed of properly. Propane-fueled grills are encouraged.
- Amplified Sound is authorized by special permit only and must be approved by the director.
- Public events require a Facility Use Permit.

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: 1208 Glacier Ave.
- The \$25 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 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, available upon request.)

Signature: _____ **Date:** _____