CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY
PARKS & RECREATION

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

Shelter Reservation Information

SUMMER RENTALS
- $30/hr +tax
- April 15 - September 15
- 7 a.m. - 10 p.m.

WINTER RENTALS
- $25/hr +tax
- September 16 - April 14
- 7 a.m. - 10 p.m.

DATE_____ **TIME**_____ **TO** _____

Description of Event_____ ☐ Public ☐ Private

Number of People Expected_____ ⚡ Electricity Needed ☐ Yes ☐ No

SHELTERS

☐ Savikko #1 ⚡
☐ Savikko #2 ⚡ (Log Cabin)
☐ Treadwell Office Building
☐ Pioneer Pavilion ⚡
☐ Fish Creek
☐ Marine Park ⚡
☐ Overstreet Park ⚡
☐ Channel Wayside
☐ Twin Lakes ⚡
☐ John Caouette Memorial Cabin ⚡
☐ Riverside Rotary Park
☐ Auke Lake Wayside

Equipment Rental

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

☐ Credit Card Visa, Mastercard, or Discover ☐ Cash ☐ Check

Rules, Waivers, and Signature

MORE ON THE REVERSE. PLEASE TURN OVER TO COMPLETE.

OFFICE USE ONLY Received by:_____ Date Received:_____ Receipt #_____ Permit #_____

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 electricty, 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 businees 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:**_____