

City and Borough of Sitka



SPECIAL EVENT USE PERMIT APPLICATION

APPLICANT INFORMATION:

Today's Date: _____

Contact: _____

Address: _____

Organization: _____

Email: _____

Phone: _____

Special Events are \$50 + tax

PARK FACILITY NAME OR LOCATION OF EVENT: _____

Requested Day(s): _____

Requested Times(s): _____

Number of People (Adults/Children): _____

Description of Activity: _____

(attach additional information if necessary)

_____ TOTAL

_____ TAX (5% Oct-March or 6% April-September)

_____ TOTAL FEE with TAX

Signature: _____

Date: _____

WAIVER AND RELEASE: I, duly authorized on behalf of the applying organization, hereby certifies that said organization/team/group will agree to hold the City and Borough of Sitka harmless from any and all claims for 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 Sitka. 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 rules and the Public Use of Parks and Recreation Facilities Ordinance of the City and Borough of Sitka. (Chapter 23.30, available upon request.)

City and Borough of Sitka



SPECIAL EVENTS & PICNIC SHELTER USE POLICY & GUIDELINES

The Parks & Recreation Division, Public Works Department, takes reservations, issues a permit and charges fees for the special events and reserved uses of City and Borough developed park and recreational facilities. These facilities may be reserved from April 15th through September 15th beginning the January 1st of any given year. **During the fall and winter months, the bathrooms may be closed with the water shut off.**

Reservations for park facility use are on a first-come, first-served basis and need to be made at least 48 hours in advance. You may check the online calendar located at cityofsitka.com on the Parks and Recreation page for picnic shelter availability. Reservations are not accepted over the phone. Reservation application forms can be found on the city website and at the Public Works Department, on the 2nd floor of City Hall, 100 Lincoln Street.

Fees are collected at the time of reservation. Reservation applications can be returned to publicworks@cityofsitka.org or in person at the Public Work Department.

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. One reschedule is allowed. There is a \$10 service charge for refunds if requested at least seven days in advance of scheduled date.

Call Public Works (907) 747-1806 for more information.

GENERAL GUIDELINES FOR ATHLETIC FIELD USE

General Stipulations for Permitted SHELTER USE & SPECIAL EVENT ACTIVITIES:

1. **PLEASE leave the area Clean and Litter Free!** Receptacles are provided for a limited amount of garbage. Groups greater than 50 people are encouraged to rent a dumpster.
2. **Motorized vehicles prohibited.** No person shall operate a motor vehicle within any recreation area, except in the parking areas designated for such use.
3. **Electricity is not available at Pioneer Park and most other park sites.**
4. **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. If private grills are used, 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.**
5. **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. Duct tape works just as well as staples.
6. **Overnight camping** is not allowed.

City & Borough of Sitka - GENERAL GUIDELINES FOR ATHLETIC FIELD USE

7. **City Parks are open daily** from 6:00 a.m. to 10:00 PM.
8. Please keep a copy of your permit with you during your scheduled use of the park area.
9. **Please protect of Park Land or Property from Damage:** Permittee shall exercise diligence in protecting from damage the land, property and resources of the City and Borough of Sitka in the area covered by and used in connection with this permit and shall pay the City for any damage resulting from negligence or from the violation of the terms of this permit or any law or regulation applicable to the use of City parks by the permittee.
10. **Repair of Damage:** Permittee shall fully repair all damage, other than ordinary wear and tear, to CBS park facilities and trails.
11. **Non-obstruction of Public Use:** Permittee, employees, agents or clients shall not interfere with free public use of park facilities and trails in the area of their activities except as may be authorized by special stipulation in this permit.
12. **Geographic Limitation:** This permit is applicable only for the use areas described.
13. **Selling Prohibited:** It is expressly agreed and understood that this permit does not authorize the permittee to solicit business, advertise, collect any fee or sell any goods or services on state park lands or waters.
14. **No Preferential Right of Renewal:** No rights of renewal or preferential rights for renewal are attached to this permit.
15. **Natural Hazards:** The permittee recognizes and understands that natural hazards are likely to exist within the area. The permittee agrees to take all reasonable precautions to make himself/herself aware of these hazards and to avoid injury to persons or property.