



FIELD SERVICES DEPARTMENT
 PARKS & RECREATION DIVISION
 P.O. BOX 447
 SIOUX CITY, IA 51102
 PH: 279-6126 FAX: 712-279-6194

REQUEST FOR USE OF CITY FACILITIES
THIS FORM MUST BE RETURNED PRIOR TO YOUR FACILITY RENTAL

If you are planning a Revenue Generating Event (ticketed, donation and/or button purchasing), the reservation must be handled by the Sioux City Convention Center.

Date of Application: _____

◆ **APPLICANT:** _____

If Agency or Company -- person in charge: _____

Address: _____ City/St/Zip: _____

Home Phone: _____ Work Phone: _____

1. Give a brief description of your program or activity _____

2. Number of Participants Expected: _____

3. Specify Facility Requested: _____

4. Date(s) Requested: _____

5. Hours Requested -- From: _____ To: _____
(Rental times must include setups, decorating, picture taking, and cleanups.)

NOTE: Payment in full for all rental fees, deposits and application form must be completed at time of the reservation request. Please be courteous and cancel if you do not need this reservation so that others may use the facility. The Field Services Department requires one month's cancellation notice to refund your full payment. **No refunds will be given due to inclement weather.** Due to the general public use of the facilities, facilities are **"as is."** The City does not guarantee condition/cleanliness of any facility.

Please complete and sign back of form.

6. Are you planning to **sell** merchandise/refreshments/beverages of any type during the program? _____ NO _____ YES **If Yes**, please provide your Transient Merchant's License and/or Beer License. If you do not have a Transient Merchant's License or Beer License, please contact the City Clerk's Office.
(The Sioux City Field Services Department may collect a 10% commission fee on all food, beverage sales [other than catering] and novelty sales.)
7. Additional Comments _____

I hereby agree to abide by the rules and regulations set forth by the Sioux City Field Services Department regarding the scheduled use of their facility (ies). I further agree to return the area used by my organization back to its original condition, and to assume full responsibility for any damage directly caused by this event. For and in consideration of the use of this area, I do hereby agree to indemnify, defend and hold harmless the Field Services Department of the City of Sioux City from liability in case of accident or injury to persons or property arising out of the use of this facility by my organization except such damages or injuries as may be caused by the sole negligence of the City of Sioux City. And finally, we agree to abide by the laws set forth by the City of Sioux City and the State of Iowa.

Rental Signature: _____ **Date:** _____

GENERAL INFORMATION FOR FACILITY RENTALS

- City restroom facilities will not be guaranteed to be open if requesting use from October 15 of the current year to May 15 of the following year. Group events with over 200 participants require additional port-a-pots; which is the responsibility of the organizers.
- Group events with over 200 participants must submit a parking and traffic plan before request is approved. Upon review group may be required to complete a Special Event request.
- Organizers must rent a dumpster to handle trash for catered events.
- Clean-up is the responsibility of the organizers
- Alcoholic beverages of beer/wine can be consumed in specified City Parks with completed rental application. Permit is required and is printed on the receipt for payment.
- No staking allowed anywhere without prior consultation & approval of Park Superintendent.

NOTE: Specific Information for ANDERSON DANCE PAVILION Users

- Lights, electricity, and permanent restroom facilities are provided by the City.
- Tables and chairs are allowed on the hard surfaces only. Upper concrete area is 100'x48'.
- Bridal waiting area/changing area should be provided by the rental party either by setting up a small temporary tent or parking a camper/recreational vehicle in the vicinity of the Pavilion.

NOTE: Specific Information for ROSE GARDEN /BANDSHELL Rentals

- Chairs w/rubber tips are allowed; none shall be set in the garden beds.
- Public restrooms are available at the outside back of the Bandshell or in the northeast section of the park. Restrooms/dressing rooms located in the lower level of the Bandshell are locked. Please specify on line 7 (additional comments) if you will need them open. There will be additional charges for this service.
- Bridal waiting area/changing area should be provided by the rental party either by setting up a tent or by parking a camper/recreational vehicle on the street closest to the facility. No staking anywhere.
- There is a key available (security deposit required) to shut off the Rose Garden fountain, if needed.

NOTE: Specific Information for COOK PARK Rentals

- No alcohol in any form is allowed in Cook Park.
- Rental groups must clean building, including the restroom, sweep/mop floors, and remove trash from building; and, lock all exterior doors when leaving the building.

NOTE: Specific Information for SHELTER Rentals

- Electrical plug-ins are located in the shelters, **plug-ins are suitable for small electrical appliances** (i.e. coffee pot, radio, small crock pot). Push the reset button if necessary.
- Trash receptacles are located in each park. If full, please bag your trash & set beside receptacle.
- Shelters are **as-is**, because of general public access no guarantee is made for cleanliness.