



SPECIAL USE REQUEST

Office Use Only	Facility Requested: _____
Taken by _____	Date(s) Requested: _____
Date _____	Time of Use: From: _____ am/pm To: _____ am/pm
Request	User/Point of Contact: _____
Approve _____	Organization (if applicable): _____
Deny _____	Address: _____
Beer / Wine	City: _____ State: _____ Zip: _____
Approve _____	Phone: Day: _____ Night: _____ Cell: _____
Deny _____	Email: _____
Insurance Req:	Event Name/Description: _____
\$ _____	_____
Fee _____	_____
Deposit _____	Estimated Group Size: _____ Beer or wine consumption? Yes <input type="checkbox"/> No <input type="checkbox"/>
Contacted	If you are requesting permission to install or place equipment, signs, decorations, lights, tents, concessions, other structures, other objects, or if you have any other special requests, please explain below (subject to approval by Parks and Recreation):
By _____	_____
Date _____	_____

I understand and agree to the terms of this request and accept responsibility for adherence to the Special Use Terms and Conditions applicable to my rental (on second page of this form), and I am authorized to sign below. Deposit required to book facility. Deposits and shelter fees are due at time of reservation. No reservations are firm until approved by Parks and Recreation staff. You **MUST** be **21** or older and provide a picture ID with application. Consumption of alcohol requires proof of Host Liability Insurance. Full payment due 30 days before event. Reservations requested 2 weeks prior or less will be required to pay with cash or credit card - no checks. No reservations will be accepted less than one (1) week in advance of day requested.

Print Name

Signature

Date



DAVENPORT

PARKS & RECREATION

SPECIAL USE TERMS AND CONDITIONS

1. All Special Use Requests are accepted on a first-come, first-request basis. Parks and Recreation Department sponsored events take priority over all other Special Use Requests.
2. You must be 21 years old to rent any facility. Proof of age is required. Certain rentals subject to police background check.
3. Conflicts in scheduling shall be resolved in accordance with the Department's Special Use Policy. The Department reserves the right to deny a request in the intent of the Special Use Policy and the best interest of the general public.
4. All functions conducted on park facilities must be in accordance with the Special Use Policy as set forth in the ordinance providing for the issuance of permits for use of park facilities.
5. Unless specifically stated on the Special Use Request, it is understood that the event is not a benefit function, no admission will be charged or tickets sold. The sale of alcoholic beverages is strictly prohibited.
6. Authorization may be issued for consumption of alcohol in designated parks. Authorization will require user to secure host liability insurance for event and provide the Parks and Recreation Department a copy of the host insurance policy. Alcoholic beverages are strictly prohibited without the proper host insurance documentation. Individuals making request must be at least 21 years of age and will be required to present authorized proof of age. Absolutely no individuals below the age of 21 are allowed to possess or drink alcoholic beverages on public park property.
7. Individuals making request for alcohol must be at least 21 years of age and will be required to present authorized proof of age. Absolutely no individuals below the age of 21 are allowed to possess or drink beer/wine/alcoholic beverages on public park property.
8. The right to grant or deny alcohol consumption shall lie solely with the Department and requests for such must be made at time of request.
9. Parks and Recreation indoor facilities are non-smoking facilities. Please check department policy for individual facility prior to making reservation.
10. The requesting party shall assume complete responsibility for damages, clean-up, breakage or loss. Use of tacks, staples, nails, screws are not permitted. If tape is used, it must be the blue painters tape and shall be completely removed at the end of the event.
11. All shelters, building and rooms shall be left in orderly condition. If the building/facility requires additional maintenance by Parks custodial staff, the expense will be deducted from the deposit. If costs exceed the deposit, or no deposit was required, the undersigned will be billed for the excess costs. Failure to pay for such will result in denial of future requests.
12. Facilities keys: For certain facilities, renters may pick up keys to the facility at the Parks & Recreation office up to 48 hours prior to their booked event. However under no circumstances are renters allowed in a facility more than 15 minutes before their scheduled time. Violation of this policy will result in the cancellation of your scheduled event. Keys must be returned to the Parks & Recreation office no later than 3 days after the scheduled event. Failure to return keys may result in forfeiture of deposit.
13. Any additional requests for installation or placement of equipment, signs, decorations, lighting, concessions of any type, and other structure or object must be included on the Special Use Request approved by the Department.
14. Parking is restricted to existing designated areas only.
15. FEES for shelters, gardens, the conservatory and the Roosevelt Community Center must be paid at the time the request is made in the Parks and Recreation office. Deposits required for facility rentals must also be paid at the time the request is made. Fees for Credit Island and Duck Creek Lodges are due thirty (30) days prior to the scheduled date of use. Failure to comply will result in cancellation of the Special Use Request. **Shelter fees are non-refundable.**
16. Cancellations: A processing fee will be assessed for facility cancellations. A minimum \$10 administration fee will be assessed on all refund requests regardless of cancellation date. Notice of cancellation for Duck Creek Lodge, Credit Island Lodge and Roosevelt Community Center must be made at least 20 working days prior to event in order to receive deposit refund, less \$10 administration fee. Less than 20 working days notice of cancellation for Duck Creek Lodge, Credit Island Lodge, and Roosevelt Community Center will result in forfeiture of entire deposit and fee.
17. Deposits for Special Use Requests will be returned in full to the requesting party ten (10) to fourteen (14) working days after the scheduled event, if the facility is left in the condition it was prior to the scheduled event, with no damage or additional clean-up required.
18. Facilities will not be available on the following holidays unless prior approval has been given: New Year's Eve, New Year's Day, Easter, Thanksgiving, Christmas Eve and Christmas Day.
19. Parties with Special Use Requests shall abide by all City and State codes, and shall assume responsibility for their actions or omissions. Any damage or misuse may result in a charge for restoration and/or denial of future privileges.
20. The applicant/sponsoring party here undersigned agrees to hold the City of Davenport and its acting officers harmless for any liability resulting from the sponsoring party's activities and programs.
21. Showmobile and LeClaire Park reservations require a pre and post event walk through. The pre-event walk through will be scheduled approximately one week prior to the event date. Attendance at the walk through is REQUIRED. Failure to have a representative present may result in the cancellation of the event. A Parks and Recreation representative will call you to set up the walk through date and time.
22. Authorization for Bounce Houses require proof of liability insurance, usually obtainable through the bounce house rental agency. Proof of insurance must be provided before the event date. Please be aware that shelters with electricity do not have sufficient capacity to run a Bounce House. Use of a Bounce House with electricity from a shelter may result in loss of electricity at that shelter.