



Sun Valley General Improvement District Parks and Recreation

Park Pavilion Reservations

The use of the Sun Valley Park Pavilions is by reservation only for groups. It is advised that you tour the facility prior to making your reservation to ensure it will meet your needs.

Pavilions are available for reservation at **\$80.00 per day** (groups 16 to 50 people) or **\$130.00 per day** (groups greater than 50) between 9 am until 8 pm Sunday through Saturday. When selecting your hours, please make sure you allow yourself enough time for set-ups (including decorations), tear down, and clean-up.

A Cleaning/Security Deposit of **\$50.00** (groups 16 to 50 people) or **\$100.00** (groups greater than 50 people) is required with all reservations of a park pavilion. The deposit, or portions thereof, may be retained by Sun Valley GID to cover any additional expenses incurred by Sun Valley GID associated with the reservation, i.e. additional cleaning required, additional staff time, or damages caused by the group. If full deposit is to be refunded, it will be paid within three (3) weeks from the date of the event. If the Permittee does not vacate the premises at the times specified on the permit, the entire cleaning/security deposit will be forfeited.

Certificate of Insurance for General Liability may be required depending on what type of event is being held. The Certificate of General Liability Insurance must list Sun Valley GID as the Certificate Holder. Failure to provide Certificate of Insurance will result in termination of the reservation (amount pending on event size).

Alcoholic Beverages are **NOT** allowed at any of the Sun Valley Parks.
(See security service requirements)

Smoking is permitted at the parks, users must dispose of cigarettes properly in a safe manner.

Method of Reservation: In person at the Sun Valley GID Office 5000 Sun Valley Blvd., Sun Valley, Nevada. Hours of operation are Monday through Friday 8 am until 5 pm (excluding holidays). Or by calling Sun Valley GID Reservation staff at (775) 673-2220 Monday through Friday 8 am until 5 pm (excluding holidays).



Sun Valley General Improvement District
 5000 Sun Valley Blvd., Sun Valley, NV 89433
 Phone: (775) 673-2220 Fax: (775) 673-1835

Application for Pavilion or Field Use (Non Athletic)

Sun Valley GID Facilities Requested:	
Dates, Days and Time of Day Requested:	
Intended Use:	Anticipated number of participants/teams:
Cost to participants:	Age of participants:
Field Rentals	Sanctioning Body:
	Number of Fields Requested: Number of Days:
	Vendors/Concessions:
	Event Name:
Primary Contact:	
Organization Name:	
Mailing Address:	
Preferred Phone:	Email:
Alternate Contact:	
Mailing Address:	
Preferred Phone:	Email:

Picnic Pavilion Rental rates per day - \$80 (small groups 16 - 50), \$130 (groups greater than 50)
 Cleaning/Security Deposit (Refundable) \$50 (small groups 16 – 50), \$100 (groups greater than 50)

Field Use is \$40 per hr OR all day field use (8hrs or more) \$320 per day
 Cleaning/Security Deposit (Refundable) \$500
 Organization may be required to bring in portable restrooms or additional dumpsters for event.
 Organization is required to provide clean up and trash removal at events.

- Before a permit will be issued, the applicant must provide:
- A Certificate of Insurance amount pending on the type and size of event naming Sun Valley GID as additional insured (see attached liability insurance requirement).
 - A damage/cleaning deposit (amount pending on the size of event) by cash, check or money order
 - A completed and signed Field Use Agreement
 - A signed Hold Harmless Agreement

 Signature

 Title

 Date

OFFICE USE ONLY		
Completed Application _____	Damage/Cleaning Deposit _____	Certificate of Insurance _____
Field Use Agreement _____	Hold Harmless Agreement _____	

Mail form to: Sun Valley GID 5000 Sun Valley Blvd., Sun Valley, NV. 89433 or you can fax it to (775) 673-1835.



Sun Valley General Improvement District Parks and Recreation

Field / Pavilion Deposit Agreement

As a representative of _____ (organization, I am providing to the Sun Valley General Improvement District (hereafter referred to as the "Sun Valley") a security and cleaning deposit of \$_____ for the use of the following facilities:

Initial each of the following statements as you read them in the blank provided.

_____ I understand that the payment will not be held un-cashed, but rather it will be deposited into Sun Valley's Recreation Fund account.

_____ I understand that the entire amount will be returned to our organization should the rented facility be left in the same or better condition than it was found in and all borrowed equipment, including keys, are returned.

_____ I understand that the deposit can be reduced for any of the following reasons:

§ By failing to follow Sun Valley's Facility Reservations Policy and Procedures.

§ By applying for a field use permit under false pretenses.

§ By damaging a facility, turf or structure, during our use.

§ By damaging turf as a result of using a field in violation of our Athletic Field Use Requirements Agreement.

§ By ignoring the decisions of Sun Valley to close a facility and using it anyway.

§ By failing to clean a facility or garbage after using it and thereby requiring Sun Valley staff time to do the cleanup.

§ By not returning all keys issued to an organization, requiring a lock change.

§ By failing to pay league player fees within the thirty (30) day deadline.

§ By failing to pay league utility costs within the thirty (30) day deadline.

_____ I understand that our deposit will be used to cover the cost of repairs caused by our use, and any repairs costs in excess of the deposit amount will be billed to us paid by us.

_____ I understand that we should inspect the facility for damage or hazards before using it to ensure the safe use by our organization and to minimize our responsibility for damages cause by others. Report problems to Sun Valley at (775) 673-2220, for facility emergencies outside of business hours, refer to emergency numbers listed on permits.

_____ I understand that we will be notified in writing as to each debit against the deposit.

Signature

Organization

Printed Name and Title

E-mail

Preferred Phone #

Date of Acceptance

Athletic Field / Pavilion Use Requirements Agreement

The use of the athletic facilities operated by the Sun Valley GID is authorized by permit only. A Field / Pavilion Use Permit allows the holder to use a specific facility only on the days and times specified on the permit. Holders of a Field / Pavilion Use Permit must leave a facility in the same or better condition than it was found in. The following requirements must be followed at all times. Doing so will keep athletic facilities in great condition.

- § Alcoholic beverages are not allowed on the premises of an athletic facility, its surrounding spectator area or its parking areas. Police will be notified when this policy is violated.
- § Organizations cannot make alterations to any building, structure, backstops, fields, dugouts, concession stand, etc., without written consent. Only temporary protective netting or screens on the baseball fencing and dugouts can be installed for the purpose of protecting spectators and players from balls or the sun and must be removed at the end of the permitted period.
- § Temporary Concessions or Vendors require a temporary food permit from the Washoe County Health Department (775-328-3743) and a valid business license.
Will you be Serving Food/Beverage Yes ___ No ___
- § No person can set or maintain any fire in a Sun Valley GID athletic facility except in stoves or grills maintained for that purpose and installed by Sun Valley GID. No person other than a law enforcement officer can carry any firearm within the limits or the parks. Possession or ignition of fireworks is prohibited.
- § Organizations must pick up the garbage around playing field and facility, and to keep the restrooms clean. Groups are also required to remove trash liners and place all trash in provided dumpsters as necessary during permitted use. Groups that need to be cleaned after by park staff will be billed for the labor against their cleaning deposit.
- § No glass containers are allowed at the athletic facilities.
- § Facilities cannot be used during inclement weather, such as prolonged steady rain, heavy rainstorms, snow, lightning or severe weather storms, or other unforeseen circumstances create unsafe playing conditions or may cause damage to the playing surface. Fields also cannot be used in the days following inclement weather when the playing surfaces are slippery or have unsure footing, when the ground is water logged ("squishy"), when there is standing water, or melting snow. Violators of this clause will be charged for the actual costs of repairs and will have their Field Use Permit suspended until financial restitution is made.
- § Users must ensure that its participants are parking properly at all times. Vehicles may not be driven or parked on turf surfaces, on sidewalks, in service driveways or in fire lanes. Tournament organizers must provide parking enforcement at their event.
- § Pets are not allowed on athletic fields (except for service dogs).
- § No person can use any sound amplification equipment (PA system, car stereos) in the parks except by special permit from Sun Valley GID. Those with permission shall maintain amplified sound at a level not to exceed 80 decibels at the perimeter of the park.
- § Vandalism is a criminal act. No person can damage, deface, destroy or remove any facility property, including but not limited to: signs, structures, equipment, natural growth or other material. Police will be notified when this is violated and violators will be prosecuted.

I agree that my organization will follow and abide by this Athletic Field / Pavilion Requirements Agreement, all Washoe County regulations and ordinances, and all laws and statutes of the State of Nevada.

Signature

Date

Name of Organization

Title



Sun Valley General Improvement District
5000 Sun Valley Blvd., Sun Valley, NV 89433
Phone: (775) 673-2220 Fax: (775) 673-1835

FACILITY HOLD HARMLESS AGREEMENT

The undersigned wishes to use certain Sun Valley GID facilities known as the _____ from _____ to _____ for the purpose of _____.

The provisions of this agreement apply to myself, my entity, group or organization and our invitees or guests. I agree to abide by all applicable rules and regulations relating to the property. Failure to do so may result in revocation of permission to use the facilities and an order to vacate the premises.

I agree to reimburse Sun Valley GID for any damages done to its property by myself or any other person associated with myself or my group. I also agree to save and hold Sun Valley GID and its officers, agents, servants and employees harmless from any claim by any person resulting from our use of the facilities including, without limitation, any claims for damages resulting from death or injury to any person or damage to any property arising out of any activities at the facilities except those directly and proximately resulting from the intentional or negligent act of Sun Valley GID employees acting within the scope of their official duties.

I agree to give Sun Valley GID prompt and timely notice of any claims made or suit instituted resulted from our use of the facilities, which may directly or indirectly affect Sun Valley GID or its officers, agents, servants and employees.

I agree to reimburse Sun Valley GID for any expenses incurred in responding to or defending any claims or suits resulted from our use of the facilities, including the reasonable value of any services rendered or time spent by Sun Valley GID employees in responding to or defending such claims or suits.

I also agree to obtain and maintain a policy of General Liability Insurance (**SEE ATTACHED LIABILITY INSURANCE REQUIREMENT**) required by Sun Valley GID. Said policy shall be endorsed to include the Sun Valley GID as an insured with respect to liability arising out of our group activities pursuant to this Agreement. Proof of coverage shall be provided in the form of a Certificate of Insurance and shall provide for thirty (30) days notice of cancellation to Sun Valley GID. Sun Valley GID's acceptance of such insurance certificate shall not relieve me of liability nor shall the amount of insurance limit my responsibility.

If I fail to secure insurance, Sun Valley GID may, at its option, secure such insurance and I will be responsible to reimburse Sun Valley GID for the expenses incurred.

I certify that I have the authority to enter into this agreement on behalf of the entity or organization described below and I am executing this agreement on its behalf.

DATED this _____ day of _____ .

AUTHORIZED SIGNATURE

NAME OF ORGANIZATION
(If Applicable)

SUN VALLEY GID DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, COLOR, AGE, RELIGION, DISABILITY OR NATIONAL ORIGIN IN THE ACTIVITIES AND/OR SERVICES WHICH IT PROVIDES.
PLEASE SIGN & MAKE COPIES FOR YOUR RECORDS



Sun Valley General Improvement District Parks and Recreation

Portable Amusement Structures Policies and Procedures

I. PURPOSE

This policy will assist Sun Valley GID staff in determining where and under what circumstances portable amusement structures (PA structures) such as bounce houses, “sumo wrestling”, jousting, slides, and obstacle courses, rock climbing walls, etc. may be used at any of the Sun Valley GID facilities. Dunk tanks, slip-n-slides or other structures utilizing water are not allowed under this policy.

II. POLICY

1. PA structures are allowed only for individuals/groups with a valid facility reservation. Insurance must be provided, refer to Facility Reservation Policies and Procedures document.
2. PA structures are not permitted in facilities without reservable components, i.e.-neighborhood and community parks.
3. PA structures are allowed at the following facilities:
 - a. Sun Valley Community Park
 - Neighborhood Center – Grand Room (1), power available
 - Soccer Field
 - Baseball Field
 - b. Gepford Park
 - c. Highland Ranch Park
 - d. Sun Mesa Park
4. Power at facilities may be limited. In some cases there is not enough power to run a PA structure and other electric appliances. In this case, generators may be allowed. The noise level of generators should not be excessive as to disturb other park users or Sun Valley GID may require the Permitted User to cease operation of the generator.
5. Request for additional PA structures for Special Events or Special Activities will be reviewed on a case-by-case basis during the Special Event Permit Application process.

III. RESPONSIBILITIES

Permitted User

- a. The Permitted User will make arrangements to have the PA structure delivered, set up, take down, and removed by the provider of the PA structure. Delivery and removal must occur during the hours that the facility is reserved.
- b. The Permitted User is responsible for any damages to the facility caused by the use of a PA structure, including delivery, set up, takedown, and removal.
- c. The Permitted User is responsible for monitoring activity and for the use of the PA structure in a safe manner.
- d. The Permitted User is responsible to ensure only members of the group use the PA structure.

Facility Staff

- a. Staff will determine placement of the PA structure.
- b. Staff will check for damage after the PA structure is removed.



Sun Valley General Improvement District Parks and Recreation

LIABILITY INSURANCE REQUIREMENT

CLASS I (NO INSURANCE REQUIRED)

- Sun Valley GID
- Other Government Agencies
- Washoe County School System
- Joint Use Agreement Holders
- Social Gatherings (under 50 people)

CLASS II \$300,000

- Scientific, Educational, Associations, Public Service Non-Profit Groups,
- Religious Groups (51-100 people)
- Private or Public Schools
- Private Gatherings (51-100 people)
- Commercial Gatherings (51-100 people)
- Social Gatherings (51-100 people)
- Portable Amusement Structures

CLASS III \$500,000

- Auctions
- Seminars
- Auto Shows
- Bingo Games
- Speaking Engagements
- Craft Shows
- Educational Exhibits
- Weddings (101-300 people)
- Picnics (101-300 people)
- Dog and/or Cat Shows
- Musicals, Plays
- Events With Liquor Served (up to 100 people)

CLASS IV

\$1,000,000

- Events With Liquor Sold
- Concerts
- Dances
- Picnics (300 + people)
- Soap Box Derby
- Parades
- Handball
- Racquetball
- Archery
- Animal Racing
- Fireworks
- Circus
- Carnival
- Events With Liquor (100 + people)
- Any large event greater than 100 people where special measures may be required to keep order, protect the facility and control the liability exposure.

ANY EXCEPTIONS MUST BE APPROVED
BY THE SUN VALLEY GID TRUSTEES

The above list is not inclusive

Facility users MUST furnish Sun Valley General Improvement District with a Liability Certificate in the amount required, naming Sun Valley GID as an "Additional Insured." Insurance Certificates are due thirty (30) days prior to event.

Family picnics, socials, weddings, etc. can obtain liability insurance through their Homeowner's Agent.

Companies, groups, etc. should contact the agent who carries their liability insurance for the company or group.