PROCEDURE FOR RESERVING CITY FACILITY

1. Allow a minimum of forty-five (45) days for processing.
2. Complete the Facility/Street Use Request form and either mail, email, or hand-deliver the form to the Office of the City Clerk for processing.
    a. City Staff will coordinate with the appropriate department for facility availability. If the requested facility is available during the dates requested, Staff will tentatively schedule the event pending completion of the remainder of the permit process.
    b. If the dates requested are not available, Staff will coordinate with you for options.
3. Return a signed copy of the City of Winnemucca Rules and Responsibilities to the Office of the City Clerk.
4. Obtain a Certificate of Liability Insurance and provide same to the City.
5. Pay all fees associated with your event. Fees are based on the level of service required from the City of Winnemucca.
6. The driving of vehicles on all grassed areas is prohibited.
7. Once the application has been submitted, the rules and responsibilities have been signed, and the Certificate of Insurance and all fees have been received by the City, the Clerk's Office will finalize your reservation and add your event to the City Parks and Recreation calendar.

Cancellation Policy. No refunds will be issued.

Facility/Street Use Request Form
City of Winnemucca
90 West Fourth Street
Winnemucca, NV 89445
(775) 623-6333 / (775) 623-6090 fax

Sponsoring Organization: _____ Phone #: _____

Email Address: _____

Primary Contact: _____ Phone #: _____

Email Address: _____

Alternate Contact: _____ Phone #: _____

Email Address:_____

Is Sponsoring Organization Non-Profit? ☐ Yes ☐ No

Facility/Street Desired: _____

If requesting use of a street, are you requesting closure? _____

Dates Requested			Times Requested		
Month	Day	Year	am / pm	to	am / pm

Facilities will be used for what purpose: _____

Estimated number of attendees: _____ Will food be sold? _____

Will an admission be charged? _____ Will contributions be solicited? _____

Services Requested:

Lights ☐ Fields Marked ☐

Spider Box ☐ Cones ☐ How many? _____

Other: _____

Proof of insurance must be attached to this form. The City of Winnemucca must be listed as an additional insured. The minimum required insurance is as follows:

Commercial General Liability Insurance

$1,000,000 personal liability each occurrence

$2,000,000 general aggregate

$300,000 property damage

Automobile Liability Insurance (whenever vehicles will be present)

$1,000,000 (combined single limit for bodily injury and property damage) per accident

To Be Completed by City Staff Only

Lights ☐ Fields Marked ☐

Spider Box ☐ Cones ☐ How many? _____

Other: _____

Fee waiver approved? ☐ Yes ☐ No

Fees/Deposits collected? ☐ Yes ☐ No

Insurance received? ☐ Yes ☐ No

Departments notified: ☐ Public Works ☐ Police Department

☐ Golf Professional ☐ Other _____

Notes:

CITY OF WINNEMUCCA FACILITY RULES AND RESPONSIBILITIES

GENERAL

1. All City Parks/Fields are open to the public from 5:00 am – 10:00 pm, Monday – Sunday.
2. The City does not grant exclusive use permits for any playground, the splash pad, the splash pad shade structure, or the fitness park.
3. The City does not grant exclusive use permits for events with less than 75 attendees. A permit for an event with more than 75 attendees requires completion/approval of the Facility Use Request Form, payment of all applicable fees, and submission of a liability insurance certificate listing the City of Winnemucca as an additional insured. The minimum required insurance amounts are as follows:
    - Commercial General Liability Insurance in the following minimum amounts:
        - $1,000,000.00 personal liability each occurrence
        - $2,000,000.00 general aggregate
        - $300,000.00 property damage
    - Automobile Liability Insurance (whenever vehicles will be present)
        - $1,000,000.00 (combined single limit for bodily injury and property damage) per accident
4. City Municipal Code section 12.04.060 requires City Council advance approval of street closure requests.
5. City Municipal Code section 6.08.220 prohibits dogs at any City Park/Field unless there is a Code authorized exception.
6. No glass bottles are allowed at any City of Winnemucca Park/Field.
7. The City reserves the right to refuse anyone the use of City Parks/Fields.

SPORTS FIELDS AND ATHLETICS EVENTS

1. **Keys** - The City will issue one key to the Event Director which will provide access to the City facilities. The key must be returned to the City within 3 calendar days of the end of the event. The key may be placed in an envelope and deposited in the water payment drop box at City Hall if after hours.
2. **Concessions** - The City has an exclusive contracted concessionaire for food and beverage service at City facilities. No other concessions or concessionaires are allowed without advance written approval from the City.
3. **Alcohol** - The City exclusive contracted concessionaire is the sole provider of alcohol at City facilities unless advance written approval is received from the City. No personal coolers are allowed inside City facilities during an event served by the concessionaire. No alcohol is allowed at youth events.
4. **Restrooms** - The City will ensure the restroom supply room is fully stocked and will do the initial stocking of the restrooms prior to each event. The Event Director is responsible for restocking the restrooms throughout the duration of the event.

6. **Lights** - The City will provide access to the lights for events held between April 1 and October 31 of each year. Access to lights between November 1 and March 31 of each year is provided only for events with 20 teams (or 200 attendees), or more.
7. **Umpires/Officials** – The Event Director is responsible for providing all Umpires/Officials for the event. Food and beverages for the Umpires/Officials are the responsibility of the Event Director.
8. **Camping** - No camping is allowed at any City Park/Field. RV's may be allowed to park in the back parking lot of the Sports Complex on the final day of an event due to check-out times at local RV parks.
9. **Waste Management** - City will provide one (1) seven (7) -yard roll-off container for each event. If a larger or more waste container(s) is/are needed, the Event Director must order the container directly from the waste hauler. The Event Director is responsible for cleaning up trash inside the park and in the parking lots for the duration of the event and emptying all trash barrels at the end of the event.

By signing this form, I certify that I have read and understand the rules and responsibilities for using City of Winnemucca Facilities.

Event Director's Name: _____

Event Director's Address: _____

Event Director's Phone Number: _____

Event Director's Signature: _____ Date: _____

Event Name: _____

Fee Schedules

A. City Streets

1. No fee for the use or closure of a City street

B. City Parks – Vesco, Highland, Pioneer, Riverview, Recreation Complex

1. Small Events (less than 75 attendees)
   a. City Parks cannot be reserved for small events with less than 75 attendees
   b. There is no fee for small events at City Parks unless using water or power (spider box).
2. Large Events (75 or more attendees)
   a. There is a $50 reservation fee for large events at City Parks. The reservation fee includes the use of power (spider box), lights, restrooms, and routine preparation and cleaning by City staff.
   b. If the facility is left in poor condition or City staff is called out for maintenance, the sponsoring organization agrees to pay $250 per incident.

C. Athletic Fields (Non-League) – Sports Complex, Youth Baseball/Softball Fields, Recreation Complex

1. Use Fee
   a. There is nonrefundable use fee of $50 per day (entire facility).
2. Cleaning Deposit
   a. There is a nonrefundable cleaning deposit of $100 plus up to $250 per incident if City staff is called out for maintenance or excessive cleaning is required after the event.
3. Refundable Equipment Deposit
   a. A refundable $350 equipment deposit will be collected only if the Sponsoring Organization is using City equipment.
   b. The deposit will be returned in full if all equipment is in the same condition after the event as it was before the event.
   c. The deposit will be partially returned if equipment damage is less than $350.
4. Lighting Charge
   a. There is a lighting charge of $30 per night per field
5. Field Preparation Fee
   a. If the Sponsoring Organization requests City Staff to prepare the fields, there is a fee of $25 per field per preparation

D. Independent Sports Leagues (not run through City Recreation Department) – AYSO, Little League, Gold Rush, Humboldt Softball, Adult Soccer

1. League Fee
   a. There is a league fee of $50 per year.
2. Maintenance Fee
   a. The City may charge a fee up to $250 per incident if City staff is called out for maintenance
3. Field Preparation Fee
   a. If the Sponsoring Organization requests City Staff to prepare the fields, there is a fee of $25 per field per preparation

E. Swimming Pool Reservation Fees

1. The rates for swimming pools when rented for private use at times other than normal hours of operation are:
   a. Less than 50 people
      - For profit - $75.00 per hour
      - Non-profit - $50.00 per hour
   b. 50 people or more
      - For profit - $100.00 per hour
      - Non-profit - $75.00 per hour

By signing this form, I certify that I have read and understand the fee schedules for using City of Winnemucca Facilities.

Event Director's Name: _____

Event Director's Address: _____

Event Director's Phone Number: _____

Event Director's Signature: _____ Date: _____

Event Name: _____

GatherGuard Venue Codes

Concession Announcer Building	5319-256	https://app.gatherguard.com/?v=5319-256
Winnemucca Municipal Golf Course	5319-257	https://app.gatherguard.com/?v=5319-257
City Hall	5319-258	https://app.gatherguard.com/?v=5319-258
Vesco Park	5319-279	https://app.gatherguard.com/?v=5319-279
Pioneer Park	5319-280	https://app.gatherguard.com/?v=5319-280
Highland Park	5319-281	https://app.gatherguard.com/?v=5319-281
Riverview Park	5319-282	https://app.gatherguard.com/?v=5319-282
Winnemucca Sports Complex	5319-283	https://app.gatherguard.com/?v=5319-283
Ralph Whitworth Complex	5319-284	https://app.gatherguard.com/?v=5319-284
Nixon Lawn	5319-285	https://app.gatherguard.com/?v=5319-285

CITY OF WINNEMUCCA
WAIVER, RELEASE AND INDEMNIFICATION

The undersigned does voluntarily and knowingly execute this Waiver, Release and Indemnification (herein the "Waiver") in favor of the CITY OF WINNEMUCCA, a municipal corporation, its officials, officers, employees, agents and any other natural person associated with such political subdivision (collectively referred to herein as the "CITY") located in Winnemucca, Humboldt County, Nevada.

This Waiver is granted and extended to the CITY in consideration of the CITY authorizing the undersigned a license to use or occupy CITY property for the following "Activity"(describe the use or event):
_____
_____
_____.

The undersigned expressly intends to and does waive, relinquish and discharge the CITY from all claims and causes of action that the undersigned ever had, now has or may have in the future, whether known or unknown, foreseen or unforeseen, suspected or unsuspected, anticipated or unanticipated, that the undersigned or any person claiming through me may have or claim to have against the CITY created, arising from, related to, or in any way connected with the Activity.

The undersigned agrees to indemnify the CITY from and against all liability, claims, obligations, actions, causes of action, demands, rights, damages, costs, expenses, losses or compensation of whatever kind or nature, fixed or contingent, that the CITY may sustain or incur as a result of claims, demands, costs or judgment arising from involvement with the Activity. The undersigned further agrees to be solely responsible for cleanup and removal of any debris resulting from the Activity.

It is the intention of the undersigned that this Waiver be binding upon myself, my spouse, my children, my issue, my heirs, my legal representatives, my partners, my associates, my agents, my employees, my servants, my assigns and all other parties whomsoever and that its coverage extend to the CITY and its successors, legal representatives and assigns.

I have read the foregoing and understand every term used herein and the legal significance of the same. I understand I have the right to seek the advice of legal counsel should I so desire prior to signing and I have signed this Waiver voluntarily.

SIGNED AND ACKNOWLEDGED this _____ day of _____, 20___ at Winnemucca, Nevada.

_____
(Signature)

_____
(Print Name)

_____
(Print Address)

Homeowners insurance policy number: _____

Company issuing homeowners insurance: _____