

JPRD FACILITIES & FIELDS USAGE PERMIT APPLICATION



Jamestown Parks and Recreation
 1002 2nd Ave SE, PO Box 2014
 Jamestown ND 58402
 jamestownparksandrec.com | 701-252-3982

Please allow 14 days to review application. A deposit fee must be submitted with permit application. All scheduling and approvals are handled by the Park & Recreation office. Request no more than one year prior. You will receive an email confirmation, rental agreement, copy of approval permit and a statement of fees required to confirm reservation. **A copy of the approval permit must be available at the event.** Fees are due no later than 14 days prior to usage. **Space is NOT guaranteed until all usage fees are received.** If rented space is unusable due to inclement weather the rental fee will be refunded less \$10.00

Park or facility requested _____
 Complete list of facilities listed on back page of application

Date of requested use _____/_____/_____ Day(s):_____ Estimated Attendance _____

Recurring Event? Yes No

| | Begins | | Ends | |
|----------------|--------|---|------|---|
| Set-up time | | <input type="checkbox"/> AM <input type="checkbox"/> PM | | <input type="checkbox"/> AM <input type="checkbox"/> PM |
| Event time | | <input type="checkbox"/> AM <input type="checkbox"/> PM | | <input type="checkbox"/> AM <input type="checkbox"/> PM |
| Take down time | | <input type="checkbox"/> AM <input type="checkbox"/> PM | | <input type="checkbox"/> AM <input type="checkbox"/> PM |

Name of Group: _____

Type of Event: _____

Organization Name: _____

Are you a Federal, State or City Agency? Yes No If yes, please check which one.

Contact Name:_____ Phone:_____ Email:_____

Address/City/State: _____

On-site Contact Name:_____ Cell Phone Number: _____

Please provide a description of your event. Include planned activities, equipment to be used or brought in, and any other pertinent information:

***Any special permits required by the City of Jamestown are the applicant's responsibility.**



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Please answer all questions below.

SPECIAL EVENTS PERMIT REQUIRED

Do you expect over 250 attendees? Yes No

Will there be amplified or unusual sound at your event? Yes No

Will your event impact or require any street closures? Yes No

Will alcohol be sold or served publicly at your event? Yes No

'YES' to any of these may require approvals through City of Jamestown

OTHER PERMITS, LICENSES OR AGREEMENTS REQUIRED

Will goods, service, food, or beverages be sold? Yes No

- All requirements of the Health Department must be met
- Agreement and fees may be required

Will there be tents, canopies, or other temporary structures that require ground staking? (Includes inflatables) Yes No

- JPRD Executive Director permission required
- Fire inspection may be required
- Pre-event meeting with the Parks Department staff will be necessary

Will your event utilize signs, banners, flags, etc? Yes No

Will your event have over 250 attendees? Yes No

- May need to provide porta potties and/or trash plan
- May need to provide a parking plan

Will your event generate any type of waste? Yes No

- If yes, a trash plan may need to be provided

Is this an ongoing or seasonal request? Yes No

- Agreement, insurance, and fees may apply

Is this a parade? Yes No

- Parade fencing may be required

Is this a run/walk utilizing JPRD parks and/or trails? Yes No

- Route will be required

Will water slides, inflatable games or dunk tanks be used? Yes No

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Please answer all questions below.

DIRECTOR/PARKS AND RECREATION DEPARTMENT PERMISSION REQUIRED

- | | |
|--|--|
| Do you expect more than 50 attendees? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will you be driving vehicles into the park or parking on the grass or in the park? <i>Driving and parking off of the roadways with motor vehicles is not allowed without prior approval</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will your event require access to or use of the park after hours? (before 5:00am or after 10:30pm) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will you be operating any type of motorized vehicle on any of the trail systems? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will you be riding bicycles on any area of the park other than a paved road or trail designated for that purpose? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will you have horses or other animals at the event? (other than dogs) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will you need to park any vehicles or equipment 1 1/2 ton capacity or more? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will you require power? There may be an additional fee for power. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

RESERVATION SPECIFICATION - TO BE COMPLETED BY OFFICE

FOR OFFICE USE:

_____ Refundable damage fee

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Please answer all questions below.

PICNIC SHELTERS RESERVATIONS

Specify Park Location: _____ Fee Amount _____

Small Shelter (6-8 tables): Half Day \$31 Full Day \$61

Klaus #12, Nickeus Sons of Norway, Nickeus #13

Large Shelter (20-25 tables): Half Day \$61 Full Day \$92

McElroy Sertoma, McElroy #16, Klaus #55

Will you need electricity in the park? Yes No Fee Amount _____

If yes, number of outlets needed _____

PLEASE READ AND INITIAL EACH OF THE FOLLOWING

By initialing you are acknowledging you are aware of the following restrictions:

- _____ Fires are allowed in grills only
- _____ Dogs must be on leash in parks, with the exception of Peppers Dog Park
- _____ Alcohol requires notification of the Jamestown Police Department (701-252-2414)
- _____ Water slides, inflatable water features and dunk tanks require prior approval
- _____ Hours for amplified music are 11:00am - 9:00pm
- _____ JPRD will have someone monitor the rental of shelters. No on site supervision will take place. After use, tables and garbages will be cleaned for next renter. A JPRD employee will call police if disturbances occur.

The following are prohibited in parks and on trails:

- | | |
|---|--|
| _____ Glass containers | _____ Walking or standing on monuments, fountains, railing, fences or other features not designated for such use |
| _____ Soliciting | _____ Disfiguring or removing any buildings or park amenities |
| _____ Loitering and Boisterousness | _____ Endangering the safety of others |
| _____ Discharging of fireworks or explosives | _____ Preventing any person from using any park or its facilities |
| _____ Possession of intoxicating beverages where prohibited or be under the influence in any public space | _____ Violating park curfew of 10:30pm |
| _____ Throwing objects other than in designated areas | _____ Hunting, trapping or pursuing wildlife |
| _____ Climbing trees | _____ Polluting waters of any kind in parks |
| _____ Damaging, cutting, removing, or attaching anything to any trees or plants | _____ Dumping or depositing trash other than in proper receptacles |
| _____ Digging or disturbing grass or natural landscape | _____ Driving/parking off of the roadways with motor vehicles (needs prior approval) |

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PLEASE READ THE FOLLOWING, SIGN AND DATE

The above named Applicant/Organization, in consideration of its use of Jamestown Parks and Recreation facilities, agrees to release, indemnify and defend Jamestown Parks and Recreation, and its agents, employees and representative, from any and all claims, demands or lawsuits arising out of the Applicant's/Organization's use of said facilities.

Groups, individuals, and applicants further agree that they have received the District's policies, rules and regulations governing use of said facility and agree to be bound by the same.

Applicant/Organization agrees to indemnify and hold harmless Jamestown Parks and Recreation for any claims, actions, or liability including attorney's fees and costs resulting from damages or injury to property or persons occurring on the permitted premises during the time Application/Organization is in possession of the rented premises. This section shall survive the termination of the permit.

Applicant/Organization shall not allow any violation of laws or ordinances of the city, county, or state to occur during the permit term. Applicant/Organization shall not keep or permit property or materials upon the premises that will present a fire hazard or increase JPRD's insurance premium. ANIMAL ORDINANCE IN EFFECT.

All rules and regulations of the District are posted and must be followed.

Based on the details of your event, a park use permit might be issued. By signing below, I agree that this permit may be revoked for reasons outlined above. I further agree that this permit will be revoked if it conflicts with any lawful order issued by a Federal, State or local government agency.

Signature _____

Printed Name _____

Date ____ / ____ / _____



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COMPLETE LIST OF JPRD FACILITIES/PROPERTIES AVAILABLE FOR RENT

PARKS

Bucholtz

Feton

Klaus*

Leapaldt

McElroy*

Meidinger

Nickeus*

Peppers Dog Park

Solien-Denault

Wilson Arena Park

*Indicated shelters available

TRAILS AND OTHER FEATURES:

Disc Golf Course

Horseshoe Pits

Outdoor Ice Rink

Overlook Trail

Pipestem Creek Trail

Sand Volleyball

Skateboard Park

Split Rock Trail

Warming House

White Cloud Trail

FACILITIES:

Al Boelke Little League Fields

Bolinger Tennis Courts

Bunker

Feton Tennis Courts

Hillcrest Golf Course
Private Room

Hillcrest Softball Complex

Jack Brown Stadium

Jaycee Soccer Complex

Meidinger Splash Park
Canopy

Stefonek Softball Complex

Tennis Courts/Pickleball Court

Two Rivers Activity Center (TRAC)

Bubble

Group Fitness Room

Gymnasium

Lesson Pool

Meeting Rooms

Trapper Field

Winter Sports Building

Eagles Arena

Wilson Arena



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