

**PARK RESERVATION FORM**



EST. 2003

Date of Event \_\_\_\_\_

Time of Event \_\_\_\_\_

Type of Event \_\_\_\_\_

**CALL THE RED OAK POLICE DEPARTMENT FOR ASSISTANCE  
972-617-7641**

Permits for the rental of the park and pavilions for picnics, reunions, etc., must be obtained at the Parks & Recreation Office located at 411 W. Red Oak Road. Pavilions are located at Old Town Park. Pavilions are rented by the day.

Reserved by \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

**Statement of Fees for Use of Park**

I, \_\_\_\_\_ am aware of having to pay a non-refundable fee for the use of the City's electrical and/or water and maintenance at Old Town Park located at Live Oak and Waller Street in the City of Red Oak.

**Please check all that apply – fees apply to both non-profit and for-profit organizations.**

The fees for rental are based on residency. To be considered a resident, you must reside within the city limits of Red Oak. All others are considered nonresidents. Tax dollars supporting the Parks & Recreation Department come from real property taxes of people residing in the City of Red Oak.

- |    |   |  |         |                                       |         |
|----|---|--|---------|---------------------------------------|---------|
| 1) | <b>Gazebo Rental Fee</b>                          | <input type="checkbox"/> City Resident | \$5.00  | <input type="checkbox"/> Non-Resident | \$15.00 |
| 2) | <b>Small Pavilion Rental Fee</b>                  | <input type="checkbox"/> City Resident | \$15.00 | <input type="checkbox"/> Non-Resident | \$25.00 |
| 3) | <b>Large Pavilion Rental Fee</b>                  | <input type="checkbox"/> City Resident | \$25.00 | <input type="checkbox"/> Non-Resident | \$35.00 |
| 4) | <b>Performance Stage /Seating Area Rental Fee</b> | <input type="checkbox"/> City Resident | \$30.00 | <input type="checkbox"/> Non-Resident | \$40.00 |

**Total Fee** \_\_\_\_\_

**\*Rental fees help fund new park amenities, park maintenance, electricity expense and clean-up efforts.**

Signature of User \_\_\_\_\_ Date \_\_\_\_\_

City Representative \_\_\_\_\_ Date \_\_\_\_\_



## License to Use

EST. 2003

This *license to use* is approved by the Parks and Recreation Board, hereinafter called "Parks Board" or "City" for use of the City Park, located at Live Oak and Waller Streets, by \_\_\_\_\_ hereinafter called "licensee".

The City of Red Oak owns the land and permanent appurtenances, which comprise City parks.

The licensee is providing a recreational program for the citizens of the Red Oak area and the license desires to use the City \_\_\_\_\_ and appurtenances for \_\_\_\_\_.

The licensee agrees to undertake all costs incidental to such purposes, including the maintenance of said premises and the facilities located thereon, the electricity that will be used, the clean-up after the event for the use and convenience of the licensee, its invitees and members, both as spectators and participants.

The licensee will be permitted to construct facilities for recreational purposes, subject to the prior written approval of the Parks Board. This also includes any alterations to the property. All such improvements shall comply with the City's Building Code and all other applicable laws, ordinances and regulations of the City. The licensee understands that any and all improvements made by the licensee will remain as a part of the property when this agreement expires, without any obligation of the City to compensate the licensee for any expenses the licensee may have incurred in making the improvements.

The licensee further agrees that it will maintain, repair and keep in good condition the premises and appurtenances for the duration of this License. In the event the licensee does not undertake repairs or maintenance deemed necessary by the Parks Board within ten (10) days of the notice from the Parks Board. The Parks Board shall, at its option, undertake such repairs or maintenance with all expenses incurred in connection with such repairs or maintenance payable to the City by the licensee within thirty (30) days if a bill for the same.

The City shall in no way be responsible for loss of or damage to any property belonging to, rented by the licensee or allowed on the property by the licensee, its officers, agents, servants or employees, which may be stolen, destroyed or in any way damages.

The licensee agrees to and does hereby indemnify, hold harmless and defend the City, its officers, agents, servants and employees from and against any and all claims or suits for property loss or damage and/or personal injury arising out of the licensee's use of the facilities. The licensee shall likewise assume all liability and responsibility for same.

The licensee shall have no power to do any act or to make any contract that may create or be the foundation of any lien upon the premises or any interest therein.

At all times during the term of the license, the City shall have the right, by its officers, agents, servants and employees, to enter onto and upon the premises for the purpose of examining and inspecting the same for the purpose of determining whether the licensee shall have complied with all of its obligations hereunder in respect to the use of the premises.

The term of this License To Use shall be from \_\_\_\_\_ to \_\_\_\_\_ . The Parks Board may terminate this License if the conditions of this License are not adhered to.

Licensee User \_\_\_\_\_ Date \_\_\_\_\_

City Representative \_\_\_\_\_ Date \_\_\_\_\_

