

FACILITY RESERVATION APPLICATION / PERMIT

**Applicant must be a District resident. Submit application to SpecialDistricts@SpencerFane.com
The application will be reviewed at the Board meeting held on the 3rd Tuesday of the month at 4 p.m.**

Responsible Party Name: _____ Facility Location: _____

Address: _____ Dates(s) of Event/League: _____

City & Zip: _____ Hours: _____ a.m./p.m. TO: _____ a.m./p.m.

Phone #: _____ Email: _____ No. of Persons: _____

Sponsor/Organization: _____ Purpose of Event: _____

Special Requests: _____

By policy established by official action of the Todd Creek Village Park and Recreation District regarding issuance of Facility Reservation Permits for guaranteed reservation and/or league use of Facilities within the District jurisdiction, "On application made by responsible and identifiable individuals, corporations or public bodies, the District is directed to issue a Facility Use Permit for guaranteed reservation and/or league use which would waive, with respect for those applying users, their immediate families and guests, the rules governing the first come/first served use basis and that this applies *only* to the District outdoor facilities."

VIOLATION OF ANY OF THE PERMIT CONDITIONS OR THE RULES AND REGULATIONS OF THE DISTRICT MAY RESULT IN IMMEDIATE REVOCATION AND/OR FORFEITURE OF USE PERMIT FEE. REPAIRS OR CLEANUP BEYOND NORMAL USE WILL BE BILLED TO APPLICANT BASED ON COST OF SERVICE.

In addition to the Rules and Regulation for Todd Creek Village Park and Recreation District, the following are conditions of the permit:

1. At termination of use, the Facilities shall be restored to a litter-free condition
2. If additional security or traffic control measures are required, the District will not assume any financial responsibility therefore but will be available for coordination purposes.
3. Tents, booths, stands, canopies, etc. are prohibited without the express written consent of the District.
4. All beverages must be contained in cans, boxes or plastic containers. Glass bottles or containers are not allowed in any District park or shelter.
5. If required by the District, the permit holder shall arrange for portable sanitation facilities/comfort stations and shall be solely responsible for the timely delivery/pickup and costs thereof.
6. A copy of this permit must be in the possession of the applicant or designated representative and presented to the District or law enforcement personnel upon request.
7. The applicant shall be responsible for his/her own actions and the actions of the parties represented as a result of this permit. The applicant shall be held solely liable for any and all damages resulting from activities involving District Facilities.
8. The District prohibits discrimination of any kind in the issuance or enforcement of permits.
9. Cancellation or date changes of less than 30 days notice may result in loss of any required deposit fee.

I have read and fully agree with and accept all responsibility for the terms and conditions of this permit.

Signature of Applicant: _____ Date: _____

Approved: _____ Date: _____

Deposit Total: \$250.00 Paid with Check: _____ Cash: _____ on Date: _____

Additional Conditions: _____