



MENDOCINO COUNTY
CULTURAL SERVICES AGENCY - PARKS
DAY USE PARK RENTAL APPLICATION

PARK (CHECK ONE)	USE FEE	KEY DEPOSIT	CLEANING DEPOSIT
<input type="checkbox"/> LOW GAP PARK – HARRISON GROVE:	\$20 (50< people) \$30 (50> people)	\$20	\$50 (50< people) \$100 (50> people)
<input type="checkbox"/> MILL CREEK PARK:	\$30	\$20	\$50 (50< people) \$100 (50> people)
<input type="checkbox"/> REDWOOD VALLEY LION'S PARK:	\$20 (50< people) \$30 (50> people)	None	\$50 (50< people) \$100 (50> people)

Date of Application:		Date of Event:	
Name of Applicant:			
Address:			
Phone:			
Approximate Number of People:			
Rental Fee:			
Key Deposit:			
Cleaning Deposit: <i>(due at time of request)</i>			

I have read the terms of this agreement and agree to comply with the provisions and regulations pertaining to the park used. It is understood that (1) the undersigned will see to it that the area is returned to the condition in which it was found; (2) the park will not be closed to others who want to use the park on the day of the event; and (3) I hereby agree to hold the County of Mendocino, the individual members thereof, and all officers, agents, and employees free and harmless from any loss, damage, liability, cost, or expense that may arise during or be caused, in any way, by such use of facility.

Applicant Signature:	
Date:	

Please return this completed application, park rental fee, key deposit, and cleaning deposit (with separate checks made payable to County of Mendocino) to:

Mendocino County Cultural Services Agency (CSA) - Parks
 880 N. Bush Street
 Ukiah, CA 95482
 (707) 234-2875 Phone
 (707) 463-6951 Fax

FOR COUNTY USE ONLY

APPROVED: **YES** **NO**

COUNTY SIGNATURE: _____ **DATE:** _____

Date Park Fee Received:		Check No:		County Receipt No:	
Date Key Deposit Received:		Check No:		County Receipt No:	
Date Cleaning Deposit Received:		Check No:		County Receipt No:	
Date Key Deposit Returned to Applicant:					
Date Cleaning Deposit Returned to Applicant:					

FOR LOW GAP AMPHITHEATER USE OR EVENT OPEN TO THE PUBLIC ONLY:

CLASSIFICATION INFORMATION:			SPECIAL NOTE: If open to the public, Application for Use of a Portion of a Mendocino County Park for Public Gathering is required
Organization open to the public:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Fee charged per person, if any:	\$ _____		
Fundraising event:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Profit or Non-Profit Organization:	_____		
Will alcoholic beverages be sold?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Hours of music (3-hour maximum):	_____		
(Any box checked yes will prompt for proof of insurance for the event)			
*10% of alcohol sales will go to General Services Agency, Facilities & Fleet Division			
Licensee must show proof of Alcoholic Beverage Control (ABC) License prior to event			

RULES AND REGULATIONS

CONDITIONS

Licensee shall obtain full permission for use of all copyrighted material. Licensee shall indemnify and hold County harmless from any liability for improper use of copyrighted material. Licensee agrees that all copyrighted material to be performed has been duly licensed or authorized by the copyright owners or their representatives and further agrees to indemnify and hold the County of Mendocino harmless from any and all claims, losses, or expenses incurred with regard thereto.

Licensee agrees to save County free and harmless from all claims of any person or persons for injuries to persons or property occasioned by, or in connection with, the use of the premises hereby rented. The licensee will be responsible for any damages sustained by the building, furniture, or equipment accruing through occupancy, or use of property, by the licensee. Any lost equipment or damages sustained to the above shall be compensated within seven (7) days.

REGULATIONS

1. **Seating:** Seating capacity of the group picnic areas is 100 people. No more than 100 people will be allowed at any one function.
2. **No Smoking.** Smoking will not be allowed in the area due to fire hazard.
3. **Access:** Only one vehicle at a time will be permitted to drive in the gate in order to take coolers/etc. to the picnic area. All other vehicles must be parked outside the gate and the attendees will be required to walk in.
4. **Cleanup:** It is the responsibility of the group using the facility to keep it clean and to place trash in bins provided. Cleaning deposits must be paid prior to the event. Failure to clean the area properly will result in the deduction of cleaning costs from the cleaning deposit. In the event cleaning cost exceeds deposit amount, the County reserves the right to bill actual costs to the reserving party.

SPECIAL NOTE: Please notify CSA/Parks staff IMMEDIATELY in the event that you arrive at the park and find that it is not cleaned satisfactorily or if there is any apparent damage to the area reserved.

****Please email photographic evidence immediately to parks_reservations@mendocinocounty.org or contact information listed on #12.**

5. Reservations must be made with the CSA/Parks for any function where a fee is to be charged or where a function is advertised.
6. The Cultural Services Agency reserves the right to decide what groups shall or shall not use the facility, and to curtail events due to excessively loud sound levels, or for violations of County park regulations or County, State, or Federal statutes.
7. All existing County Codes regarding County Parks will be in effect: Mendocino County Code 14.28.
8. **Amplified Music:**
 - Music will only be permitted until 9:00 p.m.
 - Music will only be allowed for a 3-hour period (i.e., 4-7 p.m.)
 - Decibel levels will be only loud enough for those seated in the picnic area.
 - Music will not start before 12:00 noon.
9. **Lights:** Lights will be turned off at the end of performance. If any light fixture owned by the County is broken, it will be replaced by the licensee at a cost determined by the Facilities & Fleet Division Manager.
10. The City of Ukiah Police Department handles enforcement of laws within the park, not the Sheriff's Department.
11. **Cancellation Notice:** A 24-hour cancellation notice is required in order for a refund to be granted.
12. **Cultural Services Agency/Parks Contact Information:** For general information regarding County parks, you may contact the CSA office by phone at (707) 234-2875, email parks_reservations@mendocinocounty.org or by mail to 880 N. Bush Street, Ukiah, CA 95482.