Parks and Recreation Department
1900 N.W. 114th St.
Clive, IA 50325
Phone: 223-5246 ✦ Fax: 457-3092

Date reservation made:_____

Reservations are accepted no sooner than the first business day of the month, 4 months in advance (including month of desired reservation) and no later than 10 business days prior to rental. Cancellations or revisions to reservations by the renter must be made a minimum of 10 business days in advance of the date of the reservation and will carry a fee of $25 for any change.

CITY OF CLIVE PARKS AND RECREATION DEPARTMENT

LINNAN SHELTER

8500 Alice Avenue

Residency	Time	Cost	Deposit (Check Only)
Clive Residents	8:00 a.m.–2:00 p.m. OR 4:00–10:00 p.m.	$50	$60
	8:00 a.m. –10:00 p.m.	$75	$100
Non-Residents	8:00 a.m.–2:00 p.m. OR 4:00–10:00 p.m.	$60	$60
	8:00 a.m. –10:00 p.m.	$100	$100

Date of reservation (_____)_____ Start _____ End _____
Day of week Month/Day/Year

Total Fees _____
(Fee) (Deposit – separate check only)

Name _____

Address _____ City_____

State_____ Zip _____ E-mail address_____

Phone #s: Home_____ Work _____ Cell_____

Name of Group/Event _____

Number of People Expected _____

Will beer be served? YES / NO (SINGLE-SERVE BEER & WINE COOLERS ONLY – NO KEGS!)

Payment Policy – *A check or credit card can be accepted for the fee payment.* *A SEPARATE CHECK IS REQUIRED FOR THE DEPOSIT.* *Checks are to be made payable to City of Clive*. Reservation is confirmed when completed form, payment and deposit are received. *A U.S. government-issued photo I.D. with current address is also required for rental.* There is no charge for the following Clive City Organizations (Jaycees, Lions Club and Historical Society). The reservation fee is kept and all or part of the deposit will be returned to the responsible party at the discretion of the City depending on the condition of the rental facilities and surrounding area when vacated. The undersigned will be held responsible for the damage caused to any facilities and will be charged at the rate of 1.5 times the employee's hourly rate for time required to repair, clean up, etc. Minimum charge of $50 per hour.

Refund/Reservation Change Policy – Cancellations or revisions to reservations by the renter must be made a minimum of 10 business days in advance of the date of the reservation and will carry a fee of $25 for any change.

Alcohol Policy – It is unlawful to dispense or consume all alcoholic liquor, except beer and wine coolers, within or about any rental facilities under the authority of the Clive Parks and Recreation Department. NO KEG BEER IS ALLOWED PER CITY OF CLIVE ORDINANCE. All such items will be confiscated. A REFUND WILL NOT BE ISSUED.

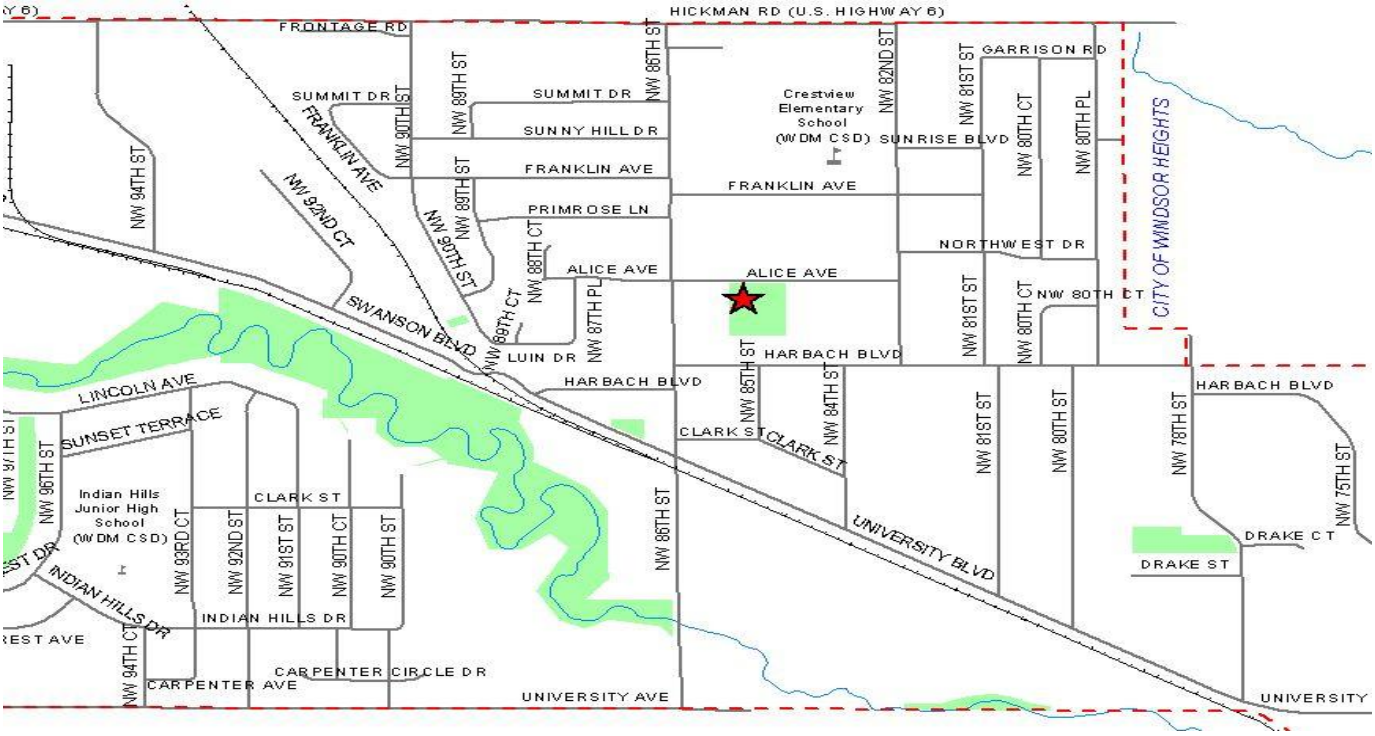
Noise Policy – Amplified and/or loud music will NOT be allowed. Complaints of amplified or loud music will result in the renter's immediate removal from the facility. A REFUND WILL NOT BE ISSUED.

Rental Time – The renter is responsible for their event schedule. The start and end time are the stated hours of arrival on the premises and departure from the premises. The police will be contacted for any rental event that is still on the premises after the rental period has ended.

If the facility is being used for a fund-raising project, all tickets must be advanced sales. No public parties or group activities charging or collecting admission on the premises will be allowed. Beer may not be a reason for promoting advanced sales.

LINNAN SHELTER

This park is located just east of 86th Street on Alice Avenue. It is an open-air shelter with restrooms, picnic tables and grills. There is room for approximately 35-40 people. The park includes tennis courts, a basketball court, wading pool, playground area and a small softball field.



The renter shall be responsible for any and all damage to the facility occurring during the term of the rental.

That renter shall indemnify and hold harmless the City of Clive, it's officers, agents and employees, from and against any and all loss, liability or damage arising out of renter's use of the facility, including all costs, expenses and attorney fees incurred in defending any claims arising out of the use thereof, except to the extent that the injuries or damages resulting in such losses or liabilities arise by reason of the negligence of the City of Clive, their successors or assignees.

That renter takes the facility as renter finds it and voluntarily assumes all risk of loss, damage, or injury (including death), that may be sustained by renter or any property of any of the undersigned while in, on or upon said facility.

Renter shall fully comply with all applicable state laws, city ordinances and rules applicable to the use of the facility. Smoking is prohibited on playgrounds and in park shelters located on City property, including adjacent areas within 50 feet of playgrounds and park shelters (in compliance with the Iowa Smokefree Air Act).

The City of Clive reserves the right to refuse the rental of the facilities.

THIS RESERVATION IS NOT CONFIRMED UNTIL COMPLETED FORM, PAYMENT & DEPOSIT ARE RECEIVED.

Renter's Signature _____ **Date** _____

For Office Use:

Date received_____ Fee check no._____ Deposit check no._____ Received by _____

Date copies given to Parks staff_____ Given by_____

Date deposit returned _____ Returned by _____

Revised 12/19/13