Clive PARKS & RECREATION
1900 N.W. 114th St.
Clive, IA 50325
Phone: (515) 223-5246
Fax: (515) 457-3092

PORTER GREENBELT SHELTER

10490 Maddox Parkway

Time of Reservation	Cost
❑ 8:00 a.m. – 2:00 p.m.	$55
❑ 4:00 p.m. – 10:00 p.m.	$55
❑ 8:00 a.m. – 10:00 p.m.	$95

Renter Information

Date of reservation requested: _____ Start: _____ End: _____

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Phone #: _____

Name of group/event: _____ Number of people expected: _____

Reservation Questions

Will alcohol be served? ❑ YES / ❑ NO (Single-serve beer & wine coolers only. No kegs!)

Will alcohol be sold? ❑ YES / ❑ NO (If yes, a liquor license/beer permit application will be required.)

Will you use amplified sound? ❑ YES / ❑ NO (If yes, a sound permit is required.)

Will you post temporary signage? ❑ YES / ❑ NO (If yes, a temporary sign permit will be required.)

Will you use a tent(s) larger than 200 sq. feet? ❑ YES / ❑ NO (If yes, a permit will be required.)

Will you use inflatable rides or devices? ❑ YES / ❑ NO (If yes, a permit will be required.)

Call 223-5246 to obtain any permit applications.

Rental Policies

Payment Policy: Checks are to be made payable to City of Clive. 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.

Reservation Change/Cancellation Policy: Reservations are accepted no sooner than the first business day of the month, 4 months in advance (including month of desired reservation). Any changes 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 $5 for any change. If the cancellation is made within 10 business days of the rental, no fees will be returned to the renter.

Rental Time: The police will be contacted for any rental event that is still on the premises before or after the paid rental period. 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.

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.

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's signature: _____ Date: _____

Payment: ❑ Cash ❑ Check # _____ Credit Card: ❑ Visa ❑ MasterCard ❑ Discover

Name on card: _____ Total fees: _____

Card number: _____ Expiration date: _____

Cardholder signature: _____ Date: _____

For Office Use Only: *Date received* _____ *Received by* _____ *Date given to Parks staff* _____ *Given by* _____

Revised 3/23/2016