CITY OF CALEXICO
PARKS & RECREATION DEPARTMENT
707 DOOL AVE.
CALEXICO, CA 92231
TEL (760) 768-2176 FAX (760) 768-2194

**REQUEST TO USE CITY PARKS**

Reservations for park usage must be submitted at least seven (7) days in advance.

_____hereby request City of Calexico
(Name of organization or person making request)

permission to use_____
Name of park

Requested park area_____

for_____
Description of activity

_____ _____/_____
Date of event time to time

**TERMS AND CONDITIONS**

I (we) shall be jointly severally responsible for any damages sustained to property and equipment during the use of park rental. I (we) will be responsible for clean up after use of the park. I understand that no vehicles are to be parked in park area. **CONSUMPTION OF ALCOHOLIC BEVERAGES IN PARKS IS PROHIBITED. PARTIES AT COMMUNITY CENTER PARK** must park vehicles outside parking lot areas and use restrooms on north side of building. Only one jump house allowed per event. A restroom key deposit of $75.00 (check or money order only) must be submitted prior to issuing key. A $25.00 cleaning deposit is required. It will be reimbursed upon verification of leaving the park clean. Saturday and Sunday rentals must pick up key on Thursday, before 3:00 p.m. All keys must be returned to our office the next working day after your event, key deposit will then be returned. City agrees to have park areas clean for use by 11:00 a.m. **All City park rentals require a $50.00 non-refundable fee (4 hour use.) Parks with access to electricity and/or lights require an additional $50.00 non-refundable fee (4 hours use.) This form is only a reservation form and does not endorse any park event or activities. Some events and activities may require liability insurance, special permits and or special permission by the City.** It is the renter's responsibility to acquire and pay all necessary documents and permits if required. The City of Calexico reserves the right to deny use, suspend and/or change rules of City Parks/Basins if it seems reasonable to reduce risk and damages to renters, community and/or City Property.

_____ _____ _____
Print name address phone

_____ _____
Signature date request submitted

**FOR OFFICE USE ONLY:** appoved by:_____ denied by:_____Refer to:_____

Payment: Check___(Check #)_____Money Order_____(Money Order #)_____Waiver_____

City Reciept#_____ Notify: Police Department_____ Parks Department_____ Other_____

Comments/ Special Requests:_____
_____