



FACILITY USE APPLICATION

APPLICATION PROCESS

Reservations for use of a facility must be made by contacting the Town offices between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday, by calling (760) 965-3699, or by reserving online via <https://apm.activecommunities.com/mammothrecreation/Home>. Written applications can be completed at the offices or mailed to the Town of Mammoth Lakes, Attn: Recreation Department, P.O. Box 1609, Mammoth Lakes, California 93546.

- Any organized, structured activity requires the completion, submittal and approval of a facility use application that includes approved liability insurance (if applicable), and payment of all applicable fees.
- Any organization with a contractual arrangement with the Town of Mammoth Lakes regarding the use of this facility shall be governed by the terms of the contract.
- All fees are per hour unless stated otherwise.
- Some parks and facilities have a minimum rental (unless stated otherwise).
- Depending on the type of rental, insurance may be necessary for all facility rentals. It will be up to the discretion of the Parks & Recreation Department if insurance and letter of endorsement are not required to be submitted.
- Reservations for a Town facility and/or property are made on a first come, first served basis.
- Use of facilities and/or property for community-wide or Town purposes takes precedence over all other uses.
- The application is not approved until it is signed by a representative from The Town Of Mammoth Lakes

FEES

- All fees are per hour, please see attached copy of fee schedules.
- Fees will be refunded if the reservation is cancelled within 7-days prior to the use date, subject to a non-refundable administrative fee of 10 percent.
- In addition to rental fees, special events or tournaments will be required to pay an hourly supervision fee of \$25 per hour, per staff. If support is required from the Town in regards to set-up or tear down of sporting/event equipment or the transportation of special event equipment, a facility fee of \$25 per hour, per staff member will be assessed.
- Should rates change after this application is submitted, but before the date applied for, prevailing rates at the time of the event will be applicable.
- If the rental application is received by the Parks & Recreation Department 7 days or less before the requested date of the event, form of payment is due at the time of the request. Applications received more than 7 days before the event date will require form of payment to be submitted at least 7 days prior to the event start date. Deposits may be submitted at any time, so long as they are received to Parks & Recreation staff at least 24 hours in advance of the reservation date.
- Non-profit organizations may be eligible for a fee waiver for their facility rental. Requests for a fee waiver must be submitted in writing to the Town Manager at least 7 days in advance of the reservation date.
- The Parks & Recreation Department accepts cash, check, and credit card as forms of payment for reservations.

REGULATIONS

- All Town facilities are alcohol and tobacco FREE!
- Under no circumstances may Town property be removed from any facility without written permission.
- It is unlawful for any person to injure, deface, destroy, or remove any park property.
- All violators will be asked to leave the facility.

- **For Whitmore Track & Sports Field only:**

- Absolutely no: food, gum, sunflower seeds or nuts with shells, metal cleats, sugar drinks (water is permissible), alcohol or tobacco (smoking or chewing), animals, barbeques, skateboards, bicycles, scooters or rollerblades, hitting of golf balls, or driving on the field or track surface.
- No stakes or similar items are to be driven into the turf.
- Please do not move soccer goals or any equipment on the track/field surface.

Any activity in which the Town's facilities and/or property are utilized shall be conducted according to Law and shall conform to the policies of the Town. The Town reserves the right to impose any requirements deemed necessary after a review of the application. Should the Town believe that there is a potential danger to persons or property, or a violation of local state and/or federal laws or Town regulations, based on activities at a given function, then the Town reserves the right to terminate the function immediately or while it is in progress.

ALCOHOL

In accordance with the Town of Mammoth Lakes Municipal Code 12.20.400 possession or consumption of alcoholic beverages is prohibited in all Town parks except at a concession area duly authorized by the Town and properly licensed. If alcoholic beverages are being served, the Town requires proof of liability insurance (may be purchased through the Town or covered in your homeowner's insurance policy) in advance of booking and reserves the right to require the user to have security guards present. Proof of an A.B.C. permit will be required if alcoholic beverages are being sold.

AMPLIFIED SOUND

Town of Mammoth Lakes Municipal Code 12.20.290 prohibits amplified sound, whether for speech, music or otherwise in Town parks without first obtaining an administrative special event permit.

INSURANCE

Insurance is required for the use of the Whitmore Track and Sports Field Facility. The insurance coverage of the Town is not to the benefit of any parties using the facilities and/or property of the Town be it public liability or property damage. It is the responsibility of the user to provide their own insurance coverage. A certificate of liability must be submitted on a standard ACORD 25 (2010/05) form. The Town of Mammoth Lakes must be listed as the certificate holder as well as an additional insured with respects to General Liability. An endorsement naming the "The Town of Mammoth Lakes, its officials, agents, employees and volunteers" must accompany the certificate of insurance. Please ask staff to forward you the insurance checklist if you require additional information.

TRASH DISPOSAL

All trash MUST be collected and all sites must be restored to original condition at the end of use. Clean up and/or repair charges beyond normal wear and tear will be billed to the permit holder based on cost of repair.

VEHICULAR ACCESS

Use of motorized vehicles on park property, lawns, turf, restricted roadway, bicycle/pedestrian pathway or athletic fields is prohibited. Roadways and parking areas are clearly marked and established. Driving beyond designated boundaries to load and unload equipment or transport goods is prohibited. Vehicles will be ticketed and towed at the owner's expense.

PRIMARY APPLICANT(S) INFORMATION

Name	
Organization/Company Name	
Tax Exempt No. (if applicable)	
Mailing Address	
City, State, ZIP Code	
Driver's License #	
Home Phone	
Cell Phone	
E-Mail Address	
Web Address	

ALTERNATE CONTACT PERSON OR EMERGENCY CONTACT PERSON

Name	
Cell Phone	
E-mail Address	

ACTIVITY DETAILS

FACILITY	<u>Shady Rest Park:</u>		<input type="checkbox"/> Mammoth Creek Park Green Area				
	<input type="checkbox"/> Picnic Shelter		<u>Whitmore Recreation Area:</u>				
	<input type="checkbox"/> Group BBQ Area		<input type="checkbox"/> Whitmore Track & Sports Field				
	<input type="checkbox"/> Skate Park		<input type="checkbox"/> Whitmore Ball Fields				
	<input type="checkbox"/> Soccer Field 1		<input type="checkbox"/> Whitmore Pool				
	<input type="checkbox"/> Soccer Field 2		<input type="checkbox"/> Ice Rink				
	<input type="checkbox"/> Softball Field 1		<input type="checkbox"/> Roller Rink				
	<input type="checkbox"/> Softball Field 2		<input type="checkbox"/> Community Center				
	<input type="checkbox"/> Softball Field 3		<input type="checkbox"/> Tennis Courts				
	<input type="checkbox"/> Volleyball Court						
	<input type="checkbox"/> Basketball Court						
SPORT:	<input type="checkbox"/> Youth Play		<input type="checkbox"/> Adult Play				
TYPE OF USE:	<input type="checkbox"/> Practice/Training	<input type="checkbox"/> Reunion/Birthday/ Shower/Memorial	<input type="checkbox"/> Game/Tournament/ Meet/Contest				
	<input type="checkbox"/> Fitness Class	<input type="checkbox"/> Meeting/Educational	<input type="checkbox"/> Church/Camp/School Group				
ATTENDEES:	Total #:	# Youth:	# Residents:				
DATES:	From:		To:				
DAYS (PLEASE CIRCLE):	MON	TUES	WED	THUR	FRI	SAT	SUN
TIMES:	Start Time:		End Time:	Total Hours:			

ADDITIONAL INFORMATION

Is this event/activity a fundraiser? YES / NO If yes, explain: _____

Will alcohol be present? YES / NO If yes, explain: _____

Will food be at your activity? YES / NO If yes, explain: _____

Will money be charged or exchanged? YES / NO If yes, explain: _____

Will there be amplified sound? YES / NO If yes, explain: _____

Will your activity include entertainment? YES / NO If yes, explain: _____

FACILITY CHARGES:		
Standard Hours	_____ at \$ _____/hr.	\$ _____
Additional Hours	_____ at \$ _____/hr.	\$ _____
Staff Hours	_____ at \$ _____/hr.	\$ _____
Deposit		\$ _____

FOR DEPARTMENT USE ONLY

Date Received: _____

Received By: _____

Payment Received: Yes / No

Check No. _____

Insurance Required: Yes / No

Approvals:

Risk Management: Yes / No

Signature: _____ Date: _____

Recreation Dept.: Yes / No

Signature: _____ Date: _____

FACILITY USE RULES & REGULATIONS

Initial ____ In case of emergency or for reasons beyond the Town’s control, the Town reserves the right to cancel the scheduled activity prior to scheduled use without liability. Refunds will be made if cancellation by the Town is necessary.

Initial ____ Use of facilities and/or property for community-wide or Town purposes takes precedence over all other uses.

Initial ____ Facility Use Applicant must be in attendance at all times facilities and/or property is in use, and shall not leave facility and/or property unattended at any time.

Initial ____ I hereby attest that the information contained in this application is true and correct.

Initial ____ **FOR TRACK & FIELD ONLY:** I understand that under no circumstances will the following items be allowed or used on the track and field surface: food, gum, sunflower seeds or nuts with shells, metal cleats, sugar drinks (water is permissible), alcohol or tobacco (smoking or chewing), animals, barbeques, skateboards, bicycles, scooters or rollerblades, hitting of golf balls, or driving on the field or track.

Initial ____ I also agree that I will: (1) be financially responsible for any costs incurred by the Town for damages to Town property; (2) be financially responsible to reimburse Town reasonable attorney fees to enforce the provisions of any consent that is issued for the activity described in this application; (3) forfeit all fees and deposits as partial compensation to the Town for any costs associated with the enforcement of the provisions of the application or reservation; (4) forfeit all fees and deposits if it is determined that I have provided false information on the application; (5) be financially responsible for any Town costs that exceed fees and deposits already collected by the Town for enforcement of provisions related to this application or reservation.

Initial ____ All debris and trash must be removed from the permitted site immediately after the said activity. Failure to do so may require the Town to call upon the Public Works Department. All expenses will be the responsibility of the applicant.

Initial ____ Town of Mammoth Lakes Municipal Code 12.20.400 prohibits the possession or consumption of alcoholic beverages except at a concession area duly authorized by the Town and properly licensed.

Initial ____ I permit the Town to take photos of my event for purposes of advertising the facility.

YOUR APPLICATION IS NOT APPROVED UNTIL IT IS SIGNED BY A REPRESENTATIVE FROM THE TOWN OF MAMMOTH LAKES.

For an individual's use:

WAIVER AND RELEASE AGREEMENT

In consideration for being permitted by the Town of Mammoth Lakes to use the _____ ("Facility"), I hereby waive, release, and discharge any and all claims for damages, death, personal injury or property damage which I may have against the Town, its officials, officers, employees, volunteers, and agents arising out of, related to, or in any way connected with the use of the Facility. I further understand that accidents and injuries can arise out of use of the Facility; knowing those risks, nevertheless, I hereby agree to assume those risks and to release and hold harmless the Town, its officials, officers, employees, volunteers, and agents who might otherwise be liable to me, my heirs or assigns. I further agree to indemnify, defend, and hold harmless the Town, its officials, officers, employees, volunteers, and agents from any and all claims resulting from damages, death, personal injury or property damage arising out of, related to, or in any way connected with the use of the Facility. I further understand that this waiver, release, and assumption of risk is to be binding on my heirs and assigns. **I HAVE READ THIS WAIVER AND RELEASE CAREFULLY. I UNDERSTAND AND VOLUNTARILY ASSUME THE RISKS INVOLVED.**

APPLICANT SIGNATURE _____ Date _____

For an organization's use, also complete this second waiver and release agreement in addition to the waiver and release agreement above:

WAIVER AND RELEASE AGREEMENT

On behalf of myself and _____ ("Organization"), I certify that I have read the Town of Mammoth Lakes Rules and Regulations for Use of Town Facilities related to the use of _____ ("Facility"); that I and the Organization jointly and severally take full responsibility for seeing that the use of the Facility by the Organization is in full adherence and compliance with these rules and regulations; that the Organization will indemnify, defend and hold harmless the Town, its officials, officers, employees, volunteers, and agents from any and all claims for damages, death, personal injury or property damage arising out of, related to, or in any way connected with the use of the Facility by the Organization. **I HAVE READ THIS WAIVER AND RELEASE CAREFULLY. I UNDERSTAND AND VOLUNTARILY ASSUME THE RISKS INVOLVED.**

APPLICANT SIGNATURE _____ Date _____

FACILITY RENTAL FEES

Mammoth Creek Park

FEE SCHEDULE: Group/Organization	Fee
Any organization with a contractual arrangement with the TOML	As specified by contract
Non-Profit or Government Organization	\$32/hr.
Regular Rates	\$38.40/hr.
Recreation Department Supervision or facility staff fee (if applicable)	\$25/hr. per staff

Shady Rest Park

FEE SCHEDULE: Group/Organization	Fee
Any organization with a contractual arrangement with the TOML	As specified by contract
Picnic Shelter & BBQ Area	\$15/hr.
Softball fields, Soccer fields, Skatepark, Volleyball and Basketball court	\$12/hr.
Recreation Department Supervision or facility staff fee (if applicable)	\$25/hr. per staff

Whitmore Track & Sports Field

FEE SCHEDULE: Group/Organization	Fee
Any organization with a contractual arrangement with the TOML	As specified by contract
Youth/Adult Non-Profit or Government Organization	\$20/hr.
Regular Reservation	\$30/hr.
Pre-approved Event/Tournament Fee (daily /weekend use)	\$15/hr.
Recreation Department Supervision or facility staff fee (if applicable)	\$25/hr. per staff
Refundable Security / Damage Deposit	\$250/reservation

Whitmore Pool

FEE SCHEDULE: Group/Organization	Fee
Any organization with a contractual arrangement with the TOML	As specified by contract
Non-Profit or Government Organization pool rental	\$90/hr. (plus lifeguards)
Regular Rates pool rental	\$108/hr.(plus lifeguards)
Recreation Department Supervision or facility staff fee (if applicable)	\$25/hr. per staff

Whitmore Ball Fields

FEE SCHEDULE: Group/Organization	Fee
Any organization with a contractual arrangement with the TOML	As specified by contract
Non-Profit or Government Organization ball field rental	\$12/hr.
Regular Rates ball field rental	\$12/hr.
Regular rate for rental of Parking Lots	\$12/hr.
Recreation Department Supervision or facility staff fee (if applicable)	\$25/hr. per staff

Mammoth RecZone

FEE SCHEDULE: Group/Organization	Fee
Any organization with a contractual arrangement with the TOML	As specified by contract
Non-Profit or Government Organization	\$40/hr.
Regular Rates	\$50/hr.
Recreation Department Supervision or facility staff fee (if applicable)	\$25/hr. per staff

Mammoth Ice Rink

FEE SCHEDULE: Group/Organization	Fee
Any organization with a contractual arrangement with the TOML	As specified by contract
Non-Profit or Government Organization	\$100/hr.
Regular Rates	\$200/hr.
Recreation Department Supervision or facility staff fee (if applicable)	\$25/hr. per staff
Tournament Rate	\$250/hr.

Community Center, Park & Public Tennis Courts

FEE SCHEDULE: Group/Organization	Fee
Any organization with a contractual arrangement with the TOML	As specified by contract
Community Center Non-Profit or Government Organization rental	\$15/hr.
Community Center Regular Rental	\$25/hr.
Tennis Court rental	\$10/hr.
Recreation Department Supervision or facility staff fee (if applicable)	\$25/hr. per staff
Key Deposit	\$25
Refundable Security / Damage Deposit (no alcohol permitted on facility)	\$150