



SANDY PARKS & RECREATION DEPARTMENT
RESERVATION APPLICATION
440 East 8680 South - Sandy, Utah 84070
Phone: (801) 568-2900 Fax: (801) 561-6733
www.sandy.utah.gov/parks

Date: _____

Rec.# _____

Amount: _____

This form must be accurately completed by an authorized representative of the group, entity or business wishing to use a Sandy City park facility, and must be approved by the City Parks & Recreation Department before a group or business may use Sandy City's Park facilities. Not valid until filled out completely and signed by the authorized representative of the City Parks & Recreation Department.

RESERVATION DATE: _____ **TYPE OF EVENT:** _____

OUTDOOR COVERED PAVILION:	PARK NAME: _____
TIME:	() 10:00 a.m. - 2:30 p.m. () 4:30 p.m. - 10:00 p.m. () 10:00 a.m. - 10:00 p.m.

INDOOR PAVILION:	Bicentennial Pavilion () Lone Peak Pavilion () North Half (Kitchen & Indoor Restrooms) 530 East 8680 South 10140 South 700 East () South Half (Fireplace)	
TIME:	() 9:00 a.m. - 2:30 p.m. () 4:30 p.m. - 10:00 p.m.	Microphone Rental (Lone Peak Indoor only) Additional Charge \$5.00 _____
	() 9:00 a.m. - 10:00 p.m.	

Name of the individual responsible for reserved facility: _____			
For Resident Price – proof of residency required			
_____	_____	_____	_____
(Address)	(City)	(Zip)	
_____	_____	_____	_____
(Home Phone)	(Work Phone)	(Cellular Phone)	(E-mail)

How many people? _____ Organization Name _____

- Please Initial:**
- _____ I understand No Smoking & No Alcoholic beverages allowed in City Pavilions or City Parks.
- _____ I understand Inflatable Attractions, i.e.: Bounce Houses, Slides, etc. are **NOT** allowed in any parks.
- _____ I understand Amplified Sound is **NOT** allowed at outdoor pavilions.
- _____ I understand No refunds are given due to incimate weather.
- _____ I have read & understand the rules and regulations on the reverse side.

I agree on behalf of the above organization which I represent, and for myself personally, to pay for any damage or repairs to Sandy City property caused by any of those invited to or participating in this event/reservation, and to save, keep and hold harmless Sandy City, its officers, agents, employees and volunteers from all damages, costs or expenses in law or equity, including attorney fees, that may at any time arise or be set up because of damages to property or personal injury received by reason of or in the course of the above activity which may be occasioned by any willful or negligent act or omissions of any officer, member or the organization, or any person attending the above event.

I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statement herein, I am subject to such penalties that may be prescribed by law or ordinance, including denial of the applicant to use the park facilities requested. I further certify that I have read and understood the rules and regulations on reverse side of this application and that I and the group I represent will abide by such rules, and that I will instruct the group and the guests using the City facility about such rules.

Signature of Responsible Person _____ Date _____

Signature of Authorizing Agent _____ Date _____

See Rules and Regulations on other side



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PARKS, PAVILIONS, & SPORT FIELDS RULES AND REGULATIONS

The following regulations apply to all Sandy City Parks, pavilions, and sport fields.

1. **Prohibited Activities** The following activities are prohibited in Sandy City Parks:
 - (a) Smoking, possession or consumption of alcoholic beverages.
 - (b) Inflatable attractions, such as bounce houses, inflatable slides, etc.
 - (c) Use of amplified sound devices or making loud noise that is prohibited by City or County Health ordinances.
 - (d) Gambling, fighting, quarreling or use of profane language.
 - (e) No soliciting, or sale of merchandise, raffle tickets, or services.
 - (f) Camping or parking of vehicles overnight.
 - (g) Use of ATV's, motorcycles, or other motorized vehicles except on streets and in parking areas. This does not apply to City employees engaged in official work for the City.
2. **Refunds** on reservation fees are not given due to bad weather.
3. **Reservations** may be made in person, via fax machine or online. Pavilion reservations may be made up to six (6) months in advance. **Online Reservations can be made a maximum of 160 days in advance! Online reservations cannot be made within 72 hours of the reservation date.** Fees must be paid to confirm reservation. For Sandy resident rate, proof of residency is required. \$20.00 of reservation fee is non-refundable on cancellations. Reservation transfer or refund on cancellations requires 72 hours' notice. First transfer is free. Additional transfers are \$15 each. Tot lots, volleyball courts, and tennis courts are not reservable.
4. **Sports Playing fields** may be reserved and paid for in person, up to two (2) weeks in advance upon availability. There is an additional cost for sports field reservations.
5. **All Reservations are for specified time and location only.**
6. All park facilities with lighted sports fields close at 10:30 p.m. Parks with unlighted sports fields close at 10:00 p.m. All indoor park facilities close at 10:00 p.m.
7. Any person to whom a reservation permit is issued for the use of the pavilion or sports field shall be responsible for those persons using such facilities during the time for which the facilities are reserved. The responsible person must be present at the rented facilities on the date and time the permit was issued for and must be able to produce the permit at all times.
8. Sandy City reserves the right to revoke a reservation permit in the event of an emergency, wherein the facility you have reserved is needed by the City or other governmental entity to respond to an emergency.
9. In case of problems call (801) 568-2900 before 6:00 pm on weekdays. After hours, weekends, or Holidays call Sandy City Police Dispatch at (801) 799-3000 or call the parks staff person on call at (801) 541-5153.
10. Parking at any Sandy City Facility is at your own risk.
11. Failure to abide by these provisions shall prevent future reservation privileges for your group/organization.

INDOOR PAVILIONS:

1. Your scheduled reservation time must be followed precisely. You are not allowed in the building any earlier OR stay any later than stated on your reservation. **NO EXCEPTIONS!**
2. A cleaning deposit of \$200.00 for Lone Peak & Bicentennial is required and must be paid when you pick up the key. Key can be picked up one or two days in advance of the reservation date. \$25.00 of the cleaning deposit will be kept if the key is lost, if the representative fails to pick up the key, or if a City employee has to come out and unlock the pavilion.
3. The cleaning deposit will be refunded upon satisfactory completion of the following: (a) The building and grounds around it used by the group are left clean and neat; (b) tables & chairs properly put away; (c) wipe down tables, chairs, and counters; (d) empty all trash in the proper City dumpsters; (e) sweep floors; (f) mop up spills.
4. Helium Balloons are not allowed inside Lone Peak Pavilion. A \$100.00 fee will be deducted from your cleaning deposit if balloons are found in the building.
5. The group reserving the indoor pavilion is responsible for setting up and taking down tables and chairs. **NO EXCEPTIONS!**
6. Tape, staples, nails, and tacks are not allowed on the walls or ceilings. Damage on the wall will be deducted from the cleaning deposit.
7. No fires or lit candles are allowed in any pavilion.
8. You are responsible to lock the Facility and all doors when you leave. Return the key(s) to the Sandy Parks & Recreation Department as instructed.

BE AWARE OF THE FOLLOWING INFORMATION:

- Lone Peak Pavilion's south side (fireplace) has access to outdoor heated restrooms. The restrooms are locked nightly at 10:00 p.m. There are no kitchen facilities on the south side.
- When reserving one side of Lone Peak Pavilion, be aware the other side may be reserved by another group. Please be conscientious of the noise level.
- Lone Peak Park's dumpster is in the southeast corner of the parking lot. Bicentennial Park's dumpster is in the middle of the parking lot.
- Electrical outlets are available in our pavilions. Be cautious not to overload the outlet. This will cause the breaker to trip.