



APPLICATION FOR USE OF CITY FACILITIES

200 S. School Street, Ukiah, CA 95482
 P: (707) 463-6701 F: (707) 462-2088
 Emergency Call Out: (707) 463-6262

GENERAL INFORMATION

NAME OF APPLICANT		NAME OF ORGANIZATION	
MAILING ADDRESS			
TYPE OF ACTIVITY		ESTIMATED ATTENDANCE	
PHONE	CELL	EMAIL	
DATE OF EVENT(S)			
START AND END TIME OF EVENT(S)		TIME OF ARRIVAL	
FACILITY REQUESTED (SEE BELOW)			

- | | | |
|------------------------------------------|-------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Todd Grove Park | <input type="checkbox"/> Observatory Park | <input type="checkbox"/> Alex R. Thomas Plaza |
| <input type="checkbox"/> Vinewood Park | <input type="checkbox"/> Orchard Park | <input type="checkbox"/> Grace Hudson Museum Public Room |
| <input type="checkbox"/> Oak Manor Park | <input type="checkbox"/> McGarvey Park | <input type="checkbox"/> Civic Center Council Chambers |

RELEASE OF LIABILITY AND INDEMNIFICATION: In consideration of and as a condition for use of above stated facility, applicant and/or organization hereby agrees to assume and all risks arising out of or incident to the use of said facility, and expressly waives any claim that the applicant/and or organization may otherwise have against the City of Ukiah based on the use of the City owned property or otherwise. Pursuant to this application, applicant and/or organization further agrees to defend, indemnify and hold harmless the CITY OF UKIAH, it's officers, agents employees and volunteers from any and all claims, damages, losses or expenses, including bodily injury, property damage, or other loss resulting from the applicant's conduct of third parties, or the joint conduct of the applicant and the City of Ukiah. The applicant and/or organization further agrees to pay the City of Ukiah any cost incurred in defending against any such claim, including reasonable attorney's fees. The applicant and/or organization shall be responsible for leaving said facility in the same condition as found. Any costs for clean up or damages, as determined by the representative of the City Community Services Department, will be charged to the applicant and/or organization. The applicant and/or organization further agrees to provide a Certificate of Insurance and Additional Insured Endorsement naming the City of Ukiah, its officers, agents, employees and volunteers as additionally insured.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

** Facility will be reserved only when fees and/or deposits are paid*

**Keys and/or park reservation signs MUST be picked up at the Conference Center 1-2 days prior to your event*

**Keys MUST be returned the next business day following your event*

ADDITIONAL EVENT INFORMATION

- Non-Profit Organization? Yes No

- Will alcohol be sold? Yes No
**If yes, a license from the Department of Alcoholic Beverage Control (ABC) is REQUIRED*

- Request for electricity at Todd Grove Park? Yes No
** If yes, an additional \$75 fee is REQUIRED*

- Renting Alex Thomas Plaza OR Council Chambers OR Grace Hudson Museum Public Room? Yes No
** If yes, a Certificate of Liability Insurance is REQUIRED*
** If yes, an additional security deposit is REQUIRED, which will be refunded after the event following a cleaning assessment by staff*