

CITY OF CARLSBAD FACILITY REQUEST FORM

Request for Facility Use: (Check One)

<input type="checkbox"/> Beach Bandshell	<input type="checkbox"/> Ray Anaya San Jose Plaza	<input type="checkbox"/> MLK Pavilion/Park
<input type="checkbox"/> Rifle Range (Please Specify)	<input type="checkbox"/> North Water Park Front	<input type="checkbox"/> Other (Please Specify):

Purpose of Use: _____

Event Date: _____ Event Time: _____

Organization: _____

Contact of Person: _____

Address: _____ City/State: _____

Phone Numbers: _____

Release of Liability

The City shall not be responsible for any personal injury, death, or property loss or damage to the persons or entities using the facilities, their agents, employees, officers, representatives, assigns, customers, patrons, guest, or invitees arising from any cause or causes whatsoever.

In consideration for the use of the City facilities named above, I do, for myself, the organization I represent, my heirs, executors and administrator, hereby release and discharge the City of Carlsbad, its officers, directors, employees, and agents from all manner of claims, liabilities, obligations, causes of action, damages, suits, losses, and expenses of every kind, which I and/or the organization I represent have now or hereinafter and which are associated, in any manner, with this Permit, the use of the facilities, or the event listed above.

Additionally, I and the organization I represent shall save, indemnify, and hold harmless the City, its officers, directors, employees, and agents from and against any and all claims, liabilities, obligations, causes of action, damages, suits, losses, and expenses of every kind, together with any attorneys' fees and litigation costs, made by or on behalf of any person or entity arising out of or in any manner associated with this Permit, the use of the facilities, or the event listed above.

Signature

FOR OFFICE USE ONLY:

ADDITIONAL INFO/REQUESTS:

APPROVED BY:

Coordinator: _____ Date: _____

Director: _____

City Administrator: _____

Additional resources needed subject to approval

- Trash containers
 - Road barricades
 - Ambulance services
 - Fire services
 - Police services
 - Any other please list
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The FACILITY has been provided for special community events and entertainment for those enjoying is recreation area.

Approval for use of the FACILITY will be contingent on observance of the following guidelines:

1. No loud activities or activities that may disturb the surrounding residents.
2. Due to city water restrictions, there are no water hookups.
Water slides are not allowed.
3. Activities must conclude by 10:00 p.m.
4. Sales or solicitations in connection with presentations are not permitted.
5. It is illegal to possess or consume alcoholic beverages in City Parks.
6. Use of the FACILITY should not interfere with use of the rest of the park area by others.
7. Persons or groups using the FACILITY must provide responsible supervision.
8. Persons or groups using the FACILITY shall be responsible for damage to or loss of city facilities and equipment.
9. The FACILITY is to be used for special events and not for regularly scheduled meetings or programs.
10. The persons reserving the FACILITY will be responsible for cleaning the FACILITY and surrounding area. All trash must be properly disposed of.
11. Requests for reservations of the FACILITY should be made far enough in advance to allow proper scheduling of the facility. The FACILITY cannot be reserved more than one (1) year in advance.
12. No vehicles allowed on the grass.
13. Do not leave fires or burning coals in the grills.
14. Do not nail, tape, glue, hang or otherwise attach items to the building
15. No pets are allowed in the park.

Parks & Public Spaces	Rifle Ranges
City of Carlsbad Parks Department Attention: Luis Renteria P.O. Box 1569 Carlsbad, NM 88221-1569 (575) 885-6262	City of Carlsbad Public Works Attention: Pat Cass P.O. Box 1569 Carlsbad, NM 88221-1569 (575) 689-8351