



Director: Scott Morgan

▲ **Parks**
1323 Waterloo Lane
Gardnerville, NV 89410

(775)782-9835
Fax (775)782-5799

Email:
mlangtimm@douglasnv.us
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▲ **Recreation**
1329 Waterloo Lane
Gardnerville, NV 89410

(775)782-5500
Fax (775)783-6457

▲ **LakeTahoe**
Kahle Community
Center
236 Kingsbury Grade
Stateline, NV 89449

(775)586-7271
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Mail: PO Box 218 Minden, NV 89423

DOUGLAS COUNTY PARKS FACILITY APPLICATION AND USE PERMIT

Name of Group/Organization Organization Phone

Mailing Address of Group/Organization City/State Zip Code

Name of Responsible Person/Applicant Phone E-mail

Mailing Address City/State Zip Code

Facility Requested (Name of area to be used)

Requested Date(s) Requested Time (To and From)

Type/Name of activity to be conducted Anticipated number of participants

What (if any) vehicles or equipment will be brought into the facility?

Nature and duration of any amplified sound

Do you request the privilege for alcohol consumption? _____ _____
Yes No

If yes, will alcohol be sold? _____ _____
Yes No

County Services Requested (Based on availability)

Power () Lights () Heat () Water () Tables () Chairs () Dumpster ()

Portable Toilets () Infield preparation () Concession Stand/Cook Shack () Arena Prep () Horse Stalls ()

Applicant certifies that he/she has been informed of the rules and regulations governing the use of Douglas County Parks Facilities as stated in Title 13 of the Douglas County Code.

Signature of Applicant

Date

IMPORTANT FACILITY INFORMATION
NO PHONE RESERVATIONS

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY. ALL GROUPS WILL BE EXPECTED TO COMPLY WITH ALL DOUGLAS COUNTY PARK RULES AND REGULATIONS WHEN USING COUNTY FACILITIES. TITLE 13 OF THE DOUGLAS COUNTY CODE OUTLINES THESE RULES. A COPY OF THE RULES IS AVAILABLE AT THE LAMPE PARK ADMINISTRATION OFFICE

1. All applications are reviewed and subject to approval by the Park Superintendent. Reservation requests will require payment of the application fee (\$5.00) to submit application. **Deposit** for event is required within **10 (ten) days** after approval of reservation. **FULL PAYMENT** is required **10 (ten) days** prior to event date.
2. Depending on the event, the Department may require that security services be provided as a condition of application approval, under the following circumstances: 1.) if an event makes a major impact on the facility, 2.) when alcohol is being served or sold, 3.) when additional precautions are deemed necessary due to the nature of the event. When security is required, private security will be arranged by the department or applicant will be required to do a security plan with DSCO. The applicant is responsible for ALL fees for the security services.
3. Comprehensive General Liability insurance naming Douglas County as additional insured will be required for any event when: 1) the event is open to the public, 2) a fee is charged for the event, 3) the very nature of the event and/or number of applicants require its application, and/or 4) as determined by the Parks Superintendent. The minimum limits for the insurance shall be as follows: \$1,000,000 for each occurrence, \$1,000,000 annual aggregate. Insurance coverage must include premises and operations. If alcohol is to be sold, the insurance policy shall include Liquor Liability naming Douglas County additional insured with the same aforementioned minimum limits.
4. Upon check-out the Parks supervisor or his/her representative may determine if deposit refund needs to be adjusted based on excessive cleaning needs, damage to facility and/or equipment. Deposit will be refunded in the same manner it was paid unless reservation is over 6 months old or was paid by cash, and then a refund check will be issued.
5. Rules prohibiting the presence of dogs or animals and use of any glass beverage containers will be strictly observed and enforced. Exceptions to this include Seeing Eye dogs with masters and any special activity previously authorized by Park Superintendent.
6. Violation of any established rules or regulations regarding facility usage are contract infractions and are subject to immediate termination of the application by the Park Superintendent or his representative thereof.
7. Douglas County, its employees and representatives, shall be held harmless for damage or loss of applicant's or group's property and equipment and for any personal injury or loss incurred by the applicant or by the group's personnel, employees or participants. Applicant or groups shall be obligated to reimburse Douglas County for all expenses incurred by the County in the event of legal action taken against your organization or group.
8. The user of the facility covered by this permit **MUST** have either the use permit or paid receipt in possession during time of use.

AGREEMENT

I, _____ of the _____
Name of Individual Name of Organization

am familiar with the rules and regulations regarding use by the public of parks and other recreation areas and agree on behalf of the organization to abide by all provisions thereof. I, furthermore, agree to be responsible and liable on behalf of the organization, for any damages, including excessive cleaning occurring to County property as a result of our use.

Signature: _____ Date: _____

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THIS APPLICATION GRANTS NO PRIVILEGES UNTIL APPROVED. NOTE: THIS SCHEDULE, IF APPROVED IS FIRM AND CANNOT BE CHANGED WITHOUT DEPARTMENT APPROVAL IN ADVANCE.

RECEIVED DATE:	REMARKS:
APPROVED BY/DATE:	
DISAPPROVED BY /DATE:	
DEPOSIT AMOUNT/DATE:	
INSURANCE RECEIVED DATE:	
KEY ISSUED/RETURNED DATE:	
REFUND AMOUNT/DATE:	