



# FACILITY RESERVATION PERMIT

Parks & Recreation Department

Phone: (208) 773-0539

Fax: (208) 773-7658

Permit # \_\_\_\_\_

**\* ALL RESERVATIONS REQUIRE A MINIMUM OF 4 BUSINESS DAYS FOR PROCESSING AND APPROVAL \***

Company / Group Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MO DAY YEAR

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Person Responsible: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Contact E-Mail Address: \_\_\_\_\_

## RESERVATION INFORMATION

Park Requested: \_\_\_\_\_ Shelter Name: \_\_\_\_\_

Time period for use \_\_\_\_\_ to \_\_\_\_\_ (Facilities available 9:00am to Dusk)

Number of people expected? \_\_\_\_\_ Extra picnic tables requested (\$10/table): How many? \_\_\_\_\_

Will alcohol be at the event? Yes \_\_\_\_\_ No \_\_\_\_\_ **Note: NO sale of alcohol allowed.**

Is this event open to the general public? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this event a private party? Yes \_\_\_\_\_ No \_\_\_\_\_

**Catering Service (Fee: \$25.00)** Yes \_\_\_\_\_ No \_\_\_\_\_  
\_\_\_\_\_  
Company Name

**Amusement (Fee: \$25.00)** Yes \_\_\_\_\_ No \_\_\_\_\_  
\_\_\_\_\_  
(i.e. Fun jumps, slides, games, etc)

Music: Yes \_\_\_\_\_ No \_\_\_\_\_  
\_\_\_\_\_  
(i.e. band, karaoke, other)

### Type of Event (Please circle):

◆ Picnic ◆ Wedding ◆ Family Reunion ◆ Class Reunion ◆ Other (Below) ◆

(Please explain): \_\_\_\_\_

**Parking:** Parking fees are implemented at **Q'emilin Park**, from Memorial Day to Labor Day. **Parking is not guaranteed.**

**Grand Pavilion Only:** Heat & Lights are available for an additional fee of \$25.00/hr.

Changes can be made up to 48-hours prior to event. Kitchen facilities are not available at the Grand Pavilion.

Heat & Lights? Yes \_\_\_\_\_ No \_\_\_\_\_

Time period: \_\_\_\_\_ To \_\_\_\_\_ (Beginning to end time for heat and/or lights)

### FEE & SERVICE CALCULATION (office use only)

Facility Fee: \$ \_\_\_\_\_ Extra Tables (How many?) \_\_\_\_\_ (\$10/table) \$ \_\_\_\_\_ Catering Fee (\$25) \$ \_\_\_\_\_

Heat/Lights (\$25/hr) \$ \_\_\_\_\_ Amusement Fee (\$25) \$ \_\_\_\_\_ **(See restrictions on reverse side)**

TOTAL FEES: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Staff Approval: \_\_\_\_\_

Special Notes: \_\_\_\_\_ **TOTAL NO. OF TABLES** \_\_\_\_\_

**DROP IN TO RESERVE:** The Parks & Recreation Administrative office is open Monday through Friday, 8:00am to 5:00pm. Located at Post Falls City Hall, 408 N. Spokane Street

**ONLINE:** E-mail [recreation@postfallsidaho.org](mailto:recreation@postfallsidaho.org) or FAX: (208) 773-7658

**MAIL:** Mail in your reservation & payment to: Post Falls Parks & Recreation, 408 N. Spokane Street, Post Falls, ID 83854

## PARK RESERVATION PERMIT CONDITIONS AND RULES

1. Primary examples for area/shelter rentals are for individual and company picnics, family/class reunions, and weddings. No concerts, fund-raisers, or commercial ventures are allowed unless they are city sponsored events, or with the approval of a Special Use Permit prior to your event. Private rentals can not be open to the general public.

2. **NO SALE OF FOOD OR PRODUCT** will be allowed with this reservation.

3. There is a parking fee charged at Q'emiln Park, between Memorial Day and Labor Day. Car-pooling is encouraged. **Parking spaces are not guaranteed.**

4. **PARK RULES:** All posted park rules must be obeyed. No camping or overnight use of the parks and no vehicles allowed on the grassy areas including loading and unloading.

5. **REFUND POLICY:** An 80% refund will be issued if your group cancels the reservation at least four (4) weeks prior to your scheduled event. **NO REFUNDS, CREDITS, OR RE-SCHEDULING OF DATES** will be given after the 4-week deadline. We are not responsible for inclement weather or lack of attendance at your function.

6. Basic electricity is available at many shelter locations. Lights and heat are only available at the Grand Pavilion for an additional fee. Additional tables and services may be available at an additional fee.

7. Alcohol is allowed in the park between the hours of 8:00am-8:30pm and in the shelters until 10:00pm. **(No glass bottles). NO sale of alcohol allowed.**

8. We **DO NOT** hold spaces or "pencil-in" reservation requests. When the Reservation Permit is complete, approved and payment is received, your space will be reserved.

9. **AMUSEMENTS:** Only one amusement allowed per rented shelter. The Grand Pavilion is allowed up to two. Water slides or dunk tanks are not allowed.

10. Some requests will require an additional special use permit.

11. To protect irrigation and electrical lines, location of tent stakes, fun jump stakes or general placement of your amusement must be approved by the Park Staff on the day of your event or prior to setup. Contact the Parks Office at (208) 773-8147 for more information.

12. Your reservation is for the shelter only. Any adjacent volleyball courts, horseshoe pits, (or the baseball diamond at Corbin Park), are for use by the general public on a first-come first-serve basis.

13. **SET-UP:** All set-up or arrangement of tables is the responsibility of the rental party. The reservation fee does not include set-up or removal of tables. If special arrangements are needed, there will be a fee of \$50 per occurrence (must be pre-arranged). Approval from the Parks & Rec. Dept. must be obtained no later than one week prior to the event.

14. Amplified music is restricted only to the Grand Pavilion, except with the approval of the Parks and Recreation Director. Noise or volume of music/amplifiers must not exceed 85db (at the property line) before 9pm and 75db after 9:00pm. **Music must end by 10:00pm.**

15. Your group/company will be charged an extra fee if any extraordinary cleanup or repair is necessary after your use. Cleanup fee charge is \$50/hr. Rentals are for one day only.

16. You may add decorations to the shelter. No staples, nails or screws allowed. All decorations must be removed at the close of your event. Do not put anything on or around ceiling heaters in the Grand Pavilion.

If you have questions or problems on the day of your event, please call 208-773-8147, If after hours call 208-661-4385 (parks department cell phone), or (208) 773-3517 (Police Dept.)

I have read & understand the park rules, payment information and accept responsibility for my reservation. I agree to be responsible for any damage that may incur from the use of this facility. I certify that this is not a commercial function and no products or services will be sold. The City of Post Falls reserves the right to make changes or corrections at any time.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_