



MENDOCINO COUNTY PARK RESERVATION RENTAL APPLICATION

PICNIC AREAS: SELECT ONE	GUEST COUNT: SELECT ONE
<input type="checkbox"/> LOW GAP PARK: HARRISON GROVE	<input type="checkbox"/> 1-50: \$150
<input type="checkbox"/> MILL CREEK PARK	<input type="checkbox"/> 51-100: \$250
<input type="checkbox"/> REDWOOD VALLEY LIONS PARK	<input type="checkbox"/> 101+: \$350
<input type="checkbox"/> BOWER PARK	

ADD ON'S	
<input type="checkbox"/> REDWOOD VALLEY LIONS PARK: ELECTRICAL POWER BOX FEE: \$50 (\$25 USE + \$25 DEPOSIT)	KEY DEPOSIT AMOUNTS ARE REFUNDABLE FOLLOWING RETURN OF KEY
<input type="checkbox"/> REDWOOD VALLEY LIONS PARK: DUMPSTER FEE: \$50 (\$25 USE + \$25 DEPOSIT)	
<input type="checkbox"/> LOW GAP/MILL CREEK PARK: VEHICLE ACCESS, 48 HOUR, KEY RENTAL FEE: \$25 DEPOSIT	
<input type="checkbox"/> LOW GAP/MILL CREEK PARK: VEHICLE ACCESS LATE RETURN FEE: \$25 PER DAY, UP TO A MAXIMUM OF 5 DAYS	

Date of Application:		Date of Event:	
Name of Applicant:			
Mailing Address:			
Phone:			
Approximate Number of People:			
Rental Fee: <small>(due at time of request to hold date)</small>		Key Deposits: <small>(due at time of request to hold date)</small>	
Use Fees: <small>(due at time of request to hold date)</small>			

I have read the terms of this agreement and agree to comply with the provisions and regulations pertaining to the park used. It is understood that:

- (1) the undersigned will see to it that the area is returned to the condition in which it was found.
- (2) the park will not be closed to others who want to use the park on the day of the event.
- (3) I hereby agree to hold the County of Mendocino, the individual members thereof, and all officers, agents, and employees free and harmless from any loss, damage, liability, cost, or expense that may arise during or be caused, in any way, by such use of facility.

Applicant Signature:	
Date:	

Please return this completed application and key application if applicable with your cash or check (made out to "Mendocino County Parks" to:

Mendocino County
 501 Low Gap Road,
 Park Reservations – Room 1010
 Ukiah, CA 95482

Please call 707-234-2875 or email parks_reservations@mendocinocounty.gov for information about credit or debit card payments.

FOR COUNTY USE ONLY

APPROVED: YES NO

COUNTY SIGNATURE: _____ **DATE:** _____

Date Park Fee Received:		County Receipt No:	
Date Key Application Received:		County Receipt No:	
Date Key/s Returned:			

RULES AND REGULATIONS

CONDITIONS

Licensee shall obtain full permission for use of all copyrighted material. Licensee shall indemnify and hold County harmless from any liability for improper use of copyrighted material. Licensee agrees that all copyrighted material to be performed has been duly licensed or authorized by the copyright owners or their representatives and further agrees to indemnify and hold the County of Mendocino harmless from any and all claims, losses, or expenses incurred with regard thereto.

Licensee agrees to save County free and harmless from all claims of any person or persons for injuries to persons or property occasioned by, or in connection with, the use of the premises hereby rented. The licensee will be responsible for any damages sustained by the building, furniture, or equipment accruing through occupancy, or use of property, by the licensee. Any lost equipment or damages sustained to the above shall be compensated within seven (7) days.

Park Reservations must be made with the County of Mendocino for any function where a fee is charged or where a function is advertised. Mendocino County reserves the right to decide what groups shall or shall not use the facility, and to curtail events due to excessively loud sound levels, or for violations of County Park regulations or County, State, or Federal statutes

REGULATIONS

1. All existing **County Codes** regarding County Parks will be in effect: Mendocino County Code 14.28. Park Hours are sunrise to sunset.
2. **Photos:** Please take before and after photos and email to: parks_reservations@mendocinocounty.gov
3. **No Smoking.** Smoking will not be allowed in the area due to fire hazards.
4. **Vehicle Access Gate:** *For Low Gap and Mill Creek Park Only* reserving parties may choose to rent a vehicle access gate key. Upon applying for the gate key rental, users shall agree to the terms of use. Only one vehicle at a time will be permitted to drive in the gate in order to take coolers or other items to the Group Picnic Area. All other vehicles must be parked outside the gate and other party attendees will be required to walk in.
5. **Electrical Power Box:** *For Redwood Valley Lions Park Only* reserving parties may choose to rent an electrical power box access key. Upon applying for the key rental, users shall agree to the terms of use.
6. **Cleanup:** It is the responsibility of the group using the facility to keep it clean and to place trash in bins provided, including candy wrappers and any other item that may be dropped inadvertently on the ground. BBQs must be left in the condition found. Please no dumping of food, cooking oils, or other food products by the trees or in the restroom facilities. All litter must be picked up by the reserving party. **The County reserves the right to bill actual costs of clean up if after use the Group Picnic Area is left dirty (trash not disposed of properly) or evidence of prohibited items such as glitter, confetti, rice, silly string, or water balloons have been used by the reservation holder. The County also reserves the right to deny future use of Park facilities. **It is suggested that you bring your own trash bags with which to haul your trash after your event, if you do not utilize the dumpster.**
7. **Damage:** Do not nail or staple any items to tables, equipment, trees, or other Park facilities or equipment. Applicants and users will assume full responsibility if the site is damaged after use. The County holds the right to bill actual costs to the reservation holder to pay for the time and equipment needed to repair any part of the park or park facility. The County also holds the right to deny future use of the Park facilities.

SPECIAL NOTE: Please notify Facilities Division staff IMMEDIATELY in the event you arrive at the park and see any apparent damage to the area reserved (contact information: (707) 234-6068).

8. **Amplified Music:** Music will not start before 12:00 p.m. (noon). Music will only be permitted until 9:00 p.m. Music will only be allowed for a 3-hour period (i.e., 4-7 p.m.). Please be considerate of other Park users who are seeking a peaceful outdoor experience. Sound decibel levels shall only be loud enough for those seated in the Group Picnic Area.
9. **Prohibited Items:** The following are prohibited and may not be used at any time: glitter, rice, confetti, water balloons, or silly string. Water activities, including but not limited to wading pools, slip and slides, and water guns are prohibited.
10. **Law Enforcement:** For emergencies, dial 911. For non-emergencies at Low Gap Park, The City of Ukiah Police Department handles enforcement of laws; the 24-hour non-emergency line for the Ukiah Police Department is [\(707\) 463-6262](tel:7074636262). For all other County Parks, the non-emergency line for the Mendocino County Sheriff's Office is [\(707\) 463-4086](tel:7074634086).
11. **Cancellation or Rescheduling:** A 30-day cancellation notice prior to the reserving party's reservation date is required to receive a partial refund. A \$25 cancellation fee will apply. A \$25 rescheduling fee is required to change reservation dates.
12. **Park Reservation Contact Information:** For general information regarding County Parks you may contact us by phone at [\(707\) 234-2875](tel:7072342875), by email to parks_reservations@mendocinocounty.gov or by mail to Mendocino County Park Reservations – Room 1010, 501 Low Gap Rd., Ukiah, CA 95482.
13. **Payments:** payments must be mailed, dropped off, or made by phone. Payment options: checks, cash, credit cards.



MENDOCINO COUNTY PARK RESERVATION KEY RENTAL AGREEMENT

I, _____, have received the following keys for use of:

PICNIC AREAS: SELECT ONE	KEY DEPOSIT
<input type="checkbox"/> LOW GAP PARK: HARRISON GROVE	<input type="checkbox"/> VEHICLE ACCESS KEY (LOW GAP & MILL CREEK ONLY)
<input type="checkbox"/> MILL CREEK PARK	<input type="checkbox"/> DUMPSTER ACCESS KEY (RWV LIONS ONLY)
<input type="checkbox"/> REDWOOD VALLEY LIONS PARK	<input type="checkbox"/> ELECTRICAL POWER BOX ACCESS KEY (RWV LIONS ONLY)

I agree to return the keys within 48 business hours of my scheduled event. If I fail to return the keys on _____, I understand that I will be billed \$25 per day in late fee's, not to exceed \$125. If I fail to return my keys, I understand that I will be denied future use of the park.

Signature

Date

Printed Name

Mailing Address

City/State Zip

Phone No.

Driver's License/ID Card#

PLEASE NOTE: IF DEPOSIT IS MADE BY CHECK, REFUND WILL NOT BE PROCESSED UNTIL CHECK HAS CLEARED THE BANK

FOR COUNTY USE ONLY		
<input type="checkbox"/> Cash	<input type="checkbox"/> Credit/Debit Card	<input type="checkbox"/> Check # _____
County Receipt #: _____	Acct #: _____	
Date Key Issued: _____	Key # Issued: _____	
Keys Returned On: _____		