



Permit No. \_\_\_\_\_

### City of Wood Village – Donald L. Robertson City Park ONE-DAY FACILITY USE PERMIT

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ ALT. PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

TOTAL NUMBER OF GUESTS (INCLUDING SPECTATORS): \_\_\_\_\_

Which Facility are you Renting:

**Athletic Fields**

**NE Field**

**SW Field**

**Picnic Shelter**

**Gazebo**

Requested Date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Total Number of Hours \_\_\_\_\_

**Notes/ Special Requests:**

**FEES**

- Group of 100 or less in size, \$0 Permit Fee
- Large Group 101 or more in size, \$100 Permit Fee, and
  - Security Deposit, amount determined case-by-case basis
  - Facility Attendant, actual cost
  - Insurance required with a limit of \$2,000,000 and City of Wood Village named “additional insured”
- Commercial Event, \$500 Permit Fee
  - Security Deposit, amount determined case-by-case basis
  - Facility Attendant, actual cost
  - Insurance required with a limit of \$2,000,000 and City of Wood Village named “additional insured”

All permit fees are required at time of permit request. All other fees and proof of insurance are due 30 days after permit request has been granted

**General Rules of Use:**

- Alcohol and/or drugs including cigarettes and tobacco products are not permitted within park
- No food or drink in the Tot Lot
- Music and Amplification - separate application required
- Trash Pick-Up: police your area clean and place trash in proper receptacles
- All dogs must be kept on leash and owners need to be prepared to clean up waste (Leash and Scoop)
- Special Requests, e.g. Tents, Banners, Entertainment, etc. need to be submitted at time of permit request
- Camping is prohibited
- No overnight parking
- No changes are to be made to the fields without prior notification and approval by the City  
Example: home run fence
- Report vandalism to City Hall
- User is responsible for the posting and enforcement of the reservation

Any applicant that fails to follow the above rules may be removed from the park, and in addition will forfeit their security deposit and may have future permits revoked.

**Hold Harmless Agreement**

**The Permittee shall indemnify, defend, and hold harmless the City of Wood Village, its officers, agents and employees from any and all claims, suits, or actions of any nature resulting from or arising out of the activities of the Permittee, its officers, employees, agents, members, or invitees. The Permittee shall be financially responsible for any damages to the park facilities resulting from its use of the facilities. The undersigned certifies that (s)he is authorized to execute this permit on behalf of the Permittee. I have also read and agree that I/my organization will abide by the rules and guidelines established by the City of Wood Village for field and facility use.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

**For City Use Only**

Fee Paid \$ _____	Date Paid _____	Receipt # _____
Comments: _____ _____		
Received by _____	Date _____	Approved by _____
Signed and dated Certificate of Insurance on file/ (circle)	Yes	No N/A
Insurance Policy Number: _____		
Company: _____		