



The Town of Prescott Valley

Parks and Recreation Department

7501 E Civic Circle

Prescott Valley, AZ 86314

928.759.3090

FAX: 928.759.5550

RAMADA REQUEST FORM (rev. 3/17)

Applications to reserve Ramadas must be made through the Parks and Recreation Department, 7501 E. Civic Circle, Prescott Valley. All required fees and charges shall be paid at least 2 days prior to the date of the event to ensure the availability of facilities. In the event fees and charges are not paid in a timely manner, the reservation shall be cancelled. No rent refunds without 5 day notice of cancellation. A \$75.00 refundable deposit is required at the time of reservation. Refundable deposit will be returned to the renter within 10 working days of the rental.

**Please notify staff if you will be setting up tents, canopies, inflatables or anything else outside of regular picnic usage.*

Organization/Purpose of Use:			
Responsible Person:			
Mailing Address:			
	City	State	Zip
Phone Numbers:	Day	Evening	Fax
Email Address:			
Date of Use:	Start Time _____ am/pm End Time _____ am/pm		

Ramada/Pavilion Use Fee Schedule (rev. 2/2017)

Planned Attendance	Resident Applicant 1/2 Day (4hrs or less)	Resident Applicant Full Day	Non-resident Applicant 1/2 Day (4hrs or less)	Non-resident Applicant Full Day	Additional Fees may apply. Refer to the Town Facility Use Policy and/or Resolution #1654 for details.
0 - 25 persons	\$35.00	\$80.00	\$47.00	\$106.00	
26 - 50 persons	\$40.00	\$85.00	\$53.00	\$113.00	
51 - 75 persons	\$45.00	\$90.00	\$60.00	\$120.00	

Fee waiver requests must be written and received 60 days prior to use and can only be approved by the Prescott Valley Town Council. Upon request, the Parks and Recreation Department may require a copy of Certificate of Insurance on file with a \$1,000,000 minimum comprehensive general liability, with the Town of Prescott Valley named as co-insured.

It is my responsibility to inform and enforce the Park and Recreation rules and regulations with all members of my group. Failure to abide by Park Rules and Regulations could result in immediate loss of privileges for current and future use.

- I am aware that alcoholic beverages and glass containers are not allowed in the Ramada, parking lot, or park grounds.
- I realize that I am responsible for my own setup and clean-up.
- I have seen the park and Ramada that I am reserving and am familiar with its overall condition. I am aware that due to the effects of rain, wind, and other park patrons, the facilities may not be as clean as when routine maintenance was completed.
- I am aware that pets are to be kept on a leash, or confined, and under control at all times.
- I am aware that a copy of this reservation must be with me on the day of the reservation.
- I am aware that sound from audio equipment, operated at a volume so as to be audible greater than 50 feet from the source, is too loud.
- I am aware that vehicles are not permitted within the boundaries of the park and are limited to the parking lots.
- I am aware that no changes in the physical appearance of any shelter shall occur, including placing nails/staples in the woodwork.
- I am aware that in most Ramadas/pavilions picnic tables are permanently anchored and are not to be removed from the Ramada/Pavilion.

I/We have read the policies, rules, regulations and fee charges and agree with these as stated. (A copy of the Facility Use Policy is available for review in the Parks and Recreation office). Any deviations from the stated policies, rules or regulations must be approved in writing by the Town of Prescott Valley Parks and Recreation Director, or designee, at least thirty (30) working days prior to use of the facility or field. Any deviations from the stated fees must be re-quested in writing at least sixty (60) days prior to use of the facility or field and must be approved by Town Council.

I/We agree to hold the Town of Prescott Valley harmless and will indemnify the Town of Prescott Valley for damages sustained as a result of an injury or property damage resulting from the use of Town property for which the Town of Prescott Valley may be held liable in connection with this request for use of Town property.

Further, the Town shall be indemnified by the undersigned for any and all loss or damage occurring to any Town property during the events for which the property is rented.

Responsible Person/Title _____ Date _____

See the reverse side of this form and select your desired Ramada/Pavilion.

Park & Address	Ramada	Capacity	Tables	Electricity
American Legion Park 3281 N. Bob Drive	<input type="checkbox"/> R – L – 1 <input type="checkbox"/> R – M – 2	75 75	4 2	Yes Yes
Park Amenities: Horseshoe Pits, Playground, Walking Path, Restrooms				
Antelope Park 6933 Cattletrack Road	<input type="checkbox"/> R – M – 1 <input type="checkbox"/> R – S – 2	75 50	2 1	No No
Park Amenities: Soccer, Baseball, Softball, Playground, Walking Path, Restrooms				
Bob Edwards Park 7201 E. Long Look Drive	<input type="checkbox"/> R – L – 1	75	4	Yes
Park Amenities: Playground, Lighted Athletic Field, Walking Path, Restrooms				
Community Center Park 9360 E. Manzanita Circle	<input type="checkbox"/> R – S – 1 <input type="checkbox"/> R – S – 2 <input type="checkbox"/> R – S – 3	50 50 50	1 1 1	No No No
Park Amenities: Playground, Restrooms, Turf Area				
Fain Park 2200 N. 5 th Street	<input type="checkbox"/> R – L – 1 <input type="checkbox"/> R – M – 2 <input type="checkbox"/> R – S – 3 <input type="checkbox"/> R – S – 4	75 75 50 50	3 2 1 1	Yes Yes Yes Yes
Park Amenities: Fishing, Lake, Trails, Turf Area, Gold Panning, Restrooms				
George Andersen Park 9600 E. Superstition Drive	<input type="checkbox"/> R – S – 1	50	2	No
Park Amenities: Baseball, Soccer, ½ Basketball, Playground, Walking Path, Restrooms				
Granville Park 5880 N. Bronco Lane	<input type="checkbox"/> R – M – 1 <input type="checkbox"/> R – S – 2 <input type="checkbox"/> R – S – 3	50 50 50	2 1 1	No No No
Park Amenities: Playground, Walking Path, Turf Area, Restrooms				
Mountain Valley Park 8600 E. Nace Lane	<input type="checkbox"/> R – S – 1 <input type="checkbox"/> R – M – 2 <input type="checkbox"/> R – L – 4 (SK) <input type="checkbox"/> R – L – 5 (BB)	50 50 75 75	1 2 4 4	Yes Yes No No
* ask for Pavilion Form	* Pavilion	300	8 & stage	Yes
Park Amenities: Baseball/Softball, Basketball, Soccer, Playground, Walking Path, Skate Park, Pool, Restrooms				
Pronghorn Park 7931 E. Rusty Spur Trail	<input type="checkbox"/> R – S – 1 <input type="checkbox"/> R – S – 2 <input type="checkbox"/> R – S – 3 <input type="checkbox"/> R – S – 4	50 50 50 50	1 1 1 1	No No No No
Park Amenities: Soccer, Baseball, Playground, Walking Path, Sand Volleyball, Basketball. Restrooms				
Quailwood Park 380 N. Vidal Street	<input type="checkbox"/> R – M – 1 <input type="checkbox"/> R – M – 2	50 50	2 2	Yes Yes
Park Amenities: Baseball, Soccer, Playground, Walking Path, Restrooms				
Sunflower Park 7240 N. Sunflower Lane	<input type="checkbox"/> R – M – 1	50	2	No
Park Amenities: Softball, Soccer Practice Area, Playground, Walking Path, Restrooms				
Tonto Park – North 4700 N. Tonto Way	<input type="checkbox"/> R – L – 1	50	3	Yes
Park Amenities: Walking Path, Turf Area, Restrooms				
Tonto Park – South 4050 N. Tonto Way	<input type="checkbox"/> R – M – 1	50	2	Yes
Park Amenities: Soccer Practice Area, Playground, Restrooms				
Urban Forest 8700 E. Lakeshore Drive	<input type="checkbox"/> R – M – 1 <input type="checkbox"/> R – M – 2 <input type="checkbox"/> R – S – 3	50 50 50	1 2 1	No No No
Park Amenities: Lake, Walking Path, Restrooms				
Viewpoint Park 7301 E. Park Ridge Drive	<input type="checkbox"/> R – S – 1	50	1	No
Park Amenities: Soccer, Playground, Basketball, Walking Path, Restrooms				