



DOG PARK RESERVATION REQUEST

For Office Use Only:

Date Received: _____ Received By: _____

Section I - Fee Schedule

Events for Residents

Fees for renting the dog park for events for residents are as follows:

- Minimum \$50 donation to the Dog Park Development Fund
- \$100.00 refundable damage deposit

Events for Nonresidents

Fees for renting the dog park for events for nonresidents are as follows:

- Minimum \$60 donation to the Dog Park Development Fund
- \$100.00 refundable damage deposit

Please note: you may use only the small dog area for such reservations. The maximum length of event can be one hour. They may be no more than two (2) reservations on any day. You and your guests must obey all rules of the park. You are responsible for picking up and removing all trash and litter created by your event. Please remember to utilize the trash receptacles. Also, no temporary structure (i.e., tent) is allowed to be erected in any City park without prior approval. Please mark "YES" on your assembly permit (9.e.) and contact the Department of Planning, Building, and Development at 853.1090 for more information. If a temporary structure is erected, it should be weighted and not staked as to avoid damaging utility lines. A copy of this permit must be in the possession of the applicant at all times while present at the Dog Park. All funds collected from such reservations will be used exclusively for future dog park maintenance and development and are tax deductible.

Section II - Applicant and Event Information

Group or Individual Applicant Name: _____ Main Contact: _____

Address: _____

Email: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

Event Description: _____ Number of Expected Guests: _____

Desired Location(s): _____

Is This A Public Event? Yes No

Is Electricity Needed? Yes No If Yes, please contact Facilities Management at 853.2042

Event Start Date: _____ Event End Date: _____

Event Start Time (to include set-up): _____ Event End Time (to include clean-up): _____

Special Requests: _____

Section III - Indemnification and Authorized Signatures

The applicant hereby acknowledges and confirms that the information listed above is true and accurate and takes full responsibility for the planned event and rental of Roanoke Parks and Recreation facilities and/or equipment. Lessee warrants that all copyrighted materials performed by Lessee or used by Lessee under this Agreement, or performed or used by any person appearing or performing in the event or activity which is the subject of this Agreement, have been duly licensed or authorized by the copyright owners or their representatives, and the Lessee agrees to be responsible for all license and royalty fees incurred by reason of the performance, and to defend, indemnify and hold the City of Roanoke, its officers, employees, agents and representatives, harmless from any and all claims, losses, or expenses incurred with regard thereto.

Applicant Signature: _____ Date: _____

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Fee Calculation: Resident: \$50.00 Additional Donation: \$ _____ Nonresident: \$60.00 Additional Donation: \$ _____

Total Due: \$ _____

Special Considerations: Neighborhood Partnership Roanoke City Public Schools Co-Sponsored Event Internal Use

Workflow Approvals (Initial and Date): _____ / _____ _____ / _____ _____ / _____