

RAMADA RESERVATION APPLICATION

Reservation Information

Event Name (i.e., Johnny's Birthday Party)		Estimated Attendance	Date (Month/Day/Year)
Park Name	Ramada Name	Please choose a time <input type="checkbox"/> 8:00 am – 10:00 pm <input type="checkbox"/> 8:00 am – 2:00 pm <input type="checkbox"/> 4:00 pm – 10:00 pm	

Customer Account Information

<i>Items marked with an asterisk (*) are required</i>			
First Name*		Last Name*	
Street Address*		Apartment/Unit Number	City & State*
Zip Code*			
Home Phone*	Cell Phone*	Do you agree to receive Text Message Alerts? <input type="checkbox"/> Yes <input type="checkbox"/> No	Cell Phone Service Provider (For Text Message Alerts)
E-mail Address*		Do you agree to receive promotional e-mails?*	Date of Birth (Month/Day/Year)*
May we contact you regarding opportunities to volunteer?*		How did you hear about us? (Flyer, Website, Word of Mouth, etc.)	
<input type="checkbox"/> Yes <input type="checkbox"/> No			

Organization Information (if applicable)

<i>Items marked with an asterisk (*) are required if renting as part of an organization</i>			
Organization Name*			
Street Address*		Unit Number	City & State*
Zip Code*			
Phone Number (If different from above)	Additional Phone	Website	Type of Organization* <input type="checkbox"/> Commercial <input type="checkbox"/> Non-Profit

Please answer the following questions (ALL ARE REQUIRED)

- | | | |
|-----------------------|-----------------------|--|
| Yes | No | |
| <input type="radio"/> | <input type="radio"/> | Reservation will <i>exceed</i> the ramada's capacity listed on the <i>Ramada & Day Use Areas Fees and Rules</i> document. |
| <input type="radio"/> | <input type="radio"/> | Reservation will include the sale of food, alcohol, non-food items, or services . |
| <input type="radio"/> | <input type="radio"/> | Reservation will charge an admission or entry fee to attend or participate (including 'suggested donations'). |
| <input type="radio"/> | <input type="radio"/> | Reservation will have amplified entertainment . |
| <input type="radio"/> | <input type="radio"/> | Reservation will include the use of equipment outside of the ramada area . |
| <input type="radio"/> | <input type="radio"/> | Reservation will include the use of pop-up tents . |
| <input type="radio"/> | <input type="radio"/> | Reservation will include the use of <u>more than one</u> food truck . |
| <input type="radio"/> | <input type="radio"/> | Reservation will include the use of an inflatable amusement . |

Use the space below to explain further any item above where you marked 'Yes'.

RAMADA RESERVATION WAIVER

To the fullest extent permitted by law, the Ramada renter, herein PERMIT HOLDER, agrees to defend, indemnify, and hold harmless Coconino County, its officers, agents, employees, and volunteers from and against any and all claims, demands, suits, actions, proceedings, losses, cost, and or damages of every kind and description (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), arising out of or resulting from the use of, conduct or management of the facility, or any accident, injury, including death, property damage, or damage whatsoever occurring in or at the facility allegedly caused in whole or in part by an act or omission of the PERMIT HOLDER or anyone directly or indirectly employed or invited by it, its agents, representatives, volunteers, or anyone for whose acts it may be liable, regardless of whether it is caused in part by the negligent act or omission of Coconino County or any of its officers, agents, or employees. PERMIT HOLDER further acknowledges that use of the Facilities may involve inherent danger and risk, including, without limitation, the risk of exposure to viruses, physical illness or injury, death, or property damage. PERMIT HOLDER hereby knowingly and voluntarily assumes full responsibility for, and risk of exposure, illness, bodily injury, death, or property damage that may occur as a result of the PERMIT HOLDER, its participants, and spectators accessing or using the Facilities.

By signing below I acknowledge that it is my sole responsibility to read, understand, and uphold the Coconino County Parks and Recreation Ramada & Day Use Areas Rules & Procedures as well as all Park Rules & Procedures, available at coconino.az.gov/parks and the Coconino County Parks and Recreation office at Fort Tuthill County Park.

For assistance during your rental, call (928) 679 8000.

Refunds for cancellations will be paid at the following rates:

- 100% - cancellations occurring 60 or more days prior to reservation date.
- 50% - cancellations occurring between 30 and 59 days prior to reservation date.
- 25% - cancellations occurring between 15 and 29 days prior to reservation date.
- Rental fees will be forfeited for cancellations made fewer than 15 days prior to reservation date.
- Credit card processing fees are non-refundable. There are no processing fees for cash or checks.
- Refunds will not be remitted due to poor weather conditions during the time of a reservation.

PERMIT HOLDER

Signature: _____

Printed Name: _____

Date: _____

If for and on behalf of an organization, print clearly:

Name of organization: _____

Title of signatory: _____

RAMADA & DAY USE AREAS FEES, RULES, & PROCEDURES

	WEEKDAY RENTAL		PRIMETIME/HOLIDAY HALF DAY RENTAL		PRIMETIME/HOLIDAY FULL DAY RENTAL	
	Summer	Winter	Summer	Winter	Summer	Winter
FORT TUTHILL COUNTY PARK 2446 Fort Tuthill Loop, Flagstaff, AZ 86005						
Navajo Ramada (maximum 125 people)	\$76.00	\$38.00	\$95.00	\$48.00	\$114.00	\$57.00
Maricopa Ramada (maximum 80 people)	\$76.00	\$38.00	\$95.00	\$48.00	\$114.00	\$57.00
Posse Ramada (maximum 80 people)	\$76.00	\$38.00	\$95.00	\$48.00	\$114.00	\$57.00
Cochise Ramada (maximum 70 people)	\$56.00	\$28.00	\$70.00	\$35.00	\$84.00	\$42.00
Yavapai Ramada (maximum 40 people)	\$46.00	\$23.00	\$58.00	\$29.00	\$69.00	\$35.00
PEAKS VIEW COUNTY PARK 8805 N. Koch Field, Flagstaff, AZ 86004						
Humphrey Ramada (maximum 125 people)	\$76.00	\$38.00	\$95.00	\$48.00	\$114.00	\$57.00
Agassiz Ramada (maximum 40 people)	\$46.00	\$23.00	\$58.00	\$29.00	\$69.00	\$35.00
Fremont Ramada (maximum 40 people)	\$46.00	\$23.00	\$58.00	\$29.00	\$69.00	\$35.00
RAYMOND COUNTY PARK Exit 333 off I-17 3305 Kachina Trail, Flagstaff, AZ 86005						
Willow Ramada (maximum 50 people)	\$56.00	\$28.00	\$70.00	\$35.00	\$84.00	\$42.00
Columbine Ramada (maximum 20 people)	\$46.00	\$23.00	\$58.00	\$29.00	\$69.00	\$35.00
LOUISE YELLOWMAN COUNTY PARK Main and Moenave Streets, Tuba City, AZ 86045						
Group Pavilion (maximum 125 people)	\$76.00	\$38.00	\$95.00	\$48.00	\$114.00	\$57.00

Note: There is a non-refundable credit card processing fee applied for all credit card transactions. There is no additional fee for using cash or check.

DEFINITIONS

Ramada - A rentable shade structure with picnic tables, grill/s, restrooms, activity areas for horseshoes and/or volleyball, and, in many cases, electricity. When not rented, ramadas are available on a first-come, first-served basis.

Day Use Area - An area suitable for picnics that is available on a first-come, first-served basis.

Summer Season - May 1 – October 31

Winter Season - November 1 – April 30. Certain amenities, like volleyball nets, are unavailable during winter.

Holiday Rental - Ramada rental occurring on a holiday. Current holidays are Martin Luther King Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, the Friday after Thanksgiving, Christmas Day, and New Year’s Day.

Primetime Rental - Ramada rental occurring on a Friday, Saturday, or Sunday.

Full Day Rental - 8:00 a.m. to 10:00 p.m.

Half Day Rental - 8:00 a.m. to 2:00 p.m. OR 4:00 p.m. to 10:00 p.m.

Permit Holder - An individual or organization that is granted a permit to rent a facility owned and operated by CCPR.

RESERVATION PROCEDURE

- Coconino County Parks & Recreation (CCPR) begins accepting reservation applications for ramada rentals for the summer season on the first Monday of March each year.
- Reservations are taken online or in person at the CCPR office, located at Fort Tuthill County Park, during regular business hours (Monday through Friday from 8 am to 5 pm, closed on holidays). Reservations may not be made by phone.
- Online reservations are made through CCPR's recreation management program, CocoRec, found at coconino.az.gov/parks.
- Rental fees are due at the time of the reservation. Cash, checks, money orders, traveler's checks, and credit cards are accepted. Personal checks are only accepted when reservations are made in person at the CCPR office. There is a non-refundable credit card processing fee applied at checkout.
- Customers will be assessed \$25 for returned checks.
- Online reservations will be designated 'tentative' until there has been a CCPR Staff review to ensure the rental is not a Special Event. Tentative permits will be reviewed by CCPR Staff within two (2) business days.
- Online ramada reservations must be made at least 2 days prior to the first day of use, otherwise, reservations must be made with staff at the CCPR office, located at Fort Tuthill County Park, during regular business hours.
- Refunds for cancellations will be paid at the following rates:
 - 100% - cancellations occurring 60 or more days prior to reservation date.
 - 50% - cancellations occurring between 30 and 59 days prior to reservation date.
 - 25% - cancellations occurring between 15 and 29 days prior to reservation date.
 - Rental fees will be forfeited for cancellations made fewer than 15 days prior to reservation date.
 - Credit card processing fees are non-refundable.
 - Refunds will not be remitted due to poor weather conditions during the time of a reservation.
- Individuals must be 18 years of age or older in order to make a reservation.
- Permits may not be transferred to another individual.

RULES

- All Coconino County Parks & Recreation (CCPR) Park Rules and Procedures apply. Failure to follow all rules and procedures set forth by CCPR may result in removal from the park.
- CCPR reserves the right to revoke any Use Permit if rules are violated or under emergency situations.
- Attendees must park in the provided ramada parking lot. Additional parking may be available, depending on other activities occurring in the park.
- Ramadas are for small functions of no more than the established maximum occupancy. If party size exceeds maximum occupancy, the function may be considered a special event and therefore, special event rules and policies apply. Please contact the CCPR office at (928) 679-8000 for further information.
- A Special Event Permit shall be required, and Special Event rules and policies apply at ramadas when activities, whether public or private, include, but are not limited to any combination of the following activities: entertainment, dancing, music, drama, sports/athletics, craft/vendor booths, displays, amusement rides and activities, parades, the sale of merchandise and/or alcohol.
- Inflatable amusements are only permitted as part of a Special Event Permit.
- Open fires are not permitted in ramada or day use areas.
- Permit Holder will be financially liable for damage caused to County facilities and equipment.
- Ramadas and surrounding area must be left clean after use. Permit Holder will be held financially liable at the rate of \$75 per hour per staff member for cleaning when ramadas are not cleaned after use.
- The sale or distribution of alcoholic beverages to the **general public** is NOT permitted with a ramada rental. Alcohol may be served, not sold, to invited guests of the Permit Holder during **private functions only**.
- Activities that interfere with other park users, private operations, or surrounding areas are prohibited.

- Day use areas and ramadas are for day use only and may be occupied during park hours only or as noted on permit.
- The use of staples, nails, and tape to affix decorations or signs to ramadas, trees, or park fixtures is prohibited.
- The use of confetti or rice is prohibited.
- Charcoal is the only grilling fuel allowed in barbecue grills.
- CCPR reserves the right to close ramadas and day use areas during events such as, but not limited to, the County Fair, other special events or times of County-imposed fire restrictions.
- Grills may be closed due to fire restrictions. Go to coconino.az.gov/firerestrictions for current status and restrictions.
- The use of pop-up tents is permitted, but they must be anchored appropriately. Staking is NOT permitted at any Coconino County Park.
- The use of one (1) food truck is permitted. Food trucks must be in good standing with Coconino County Health and Human Services (HHS) and have all necessary permits and insurance. Additional food trucks require a Special Event Permit as well as additional permits from HHS.
- Water is not available for any Coconino County ramada reservation.
- Ramada maximum occupancies are listed above. Maximum occupancy does not reflect available seating.
- Where provided, electricity is available with a paid reservation only.
- Day use areas are non-reservable and are intended for drop-in use only.
- Day use area and ramada parking is only allowed in designated parking areas. Parking along the roadside or in forested or natural areas is not permitted.
- Removal or relocation of picnic tables is strictly prohibited.

FORCE MAJEURE

In the event either County or Permit Holder is unable to perform its obligations under the terms of the Permit because of acts of God, strikes, failure of carrier or utilities, equipment or transmission failure or damage that is reasonably beyond its control, or any other cause that is reasonably beyond its control, County or Permit Holder shall not be liable for damages to the other for any damages resulting from such failure to perform or otherwise from such causes. In the event of a Force Majeure, County and Permit Holder agree to reschedule the event at a mutually convenient date and time and any deposit, prepayments and reservation fees shall be applied to the rescheduled event without penalty. In the instance that the event is unable to be rescheduled for mutual convenience date and time, all monies, except for processing fees, remitted to CCPR will be refunded to the Permit Holder.