

## 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
<b>FORT TUTHILL COUNTY PARK</b> 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
<b>PEAKS VIEW COUNTY PARK</b> 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
<b>RAYMOND COUNTY PARK</b> 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
<b>LOUISE YELLOWMAN COUNTY PARK</b> 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](http://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](http://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.