



Phone 208-245-2577

Fax 245-6579

CITY STREET AND PARK USE APPLICATION AND AGREEMENT

APPLICANT INFORMATION (Complete all fields.)

Name (or Group):	Phone Number:
Mailing Address:	
Select Requested Use: <input type="checkbox"/> Park Use - Requested Area: <input type="checkbox"/> Street Use - Requested Area:	
Dates Requested:	Time of Use:
Description of Use:	
Will there be selling, providing, or use of alcohol beverages at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If so, you are required to complete a Special Exemption Permit Application (per Idaho Code § 5-3-1D) and attach a copy with this application.</i>	
Is insurance required for the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Insurance Carrier: _____ Policy Number: _____ <i>If required, please attach insurance to application.</i>	

I am authorized to bind the above-named individual or organization and the members thereof. These individuals and the undersigned will be liable for any and all damage occurring from any source whatsoever, both individually and jointly, and shall hold harmless the City of St. Maries for any and all liability for personal injury or damage during the above-noted function(s) to be held at the St. Maries City Park or on any public street in the City of St. Maries. I understand that I agree I am responsible for the key(s) to the building and agree to not lend out or duplicate the key(s) for any reason.

Date Paid: _____
 Receipt No. _____
 Received By: _____

I UNDERSTAND ALL RENTAL FEES ARE NON-REFUNDABLE.

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Signature

Date

CHARGES:

Check One		Rental Fee	Refundable Damage Deposit
	1-100 People	\$60.00	\$150.00
	101-250 People	\$120.00	\$200.00
	251+ People	\$275.00	\$350.00

REMAINDER TO BE COMPLETED BY THE CITY

Deposit Information	
Date Returned:	Returned To:
Amount Retained for Damages:	Damage Information:

Key Information	
Date Issued:	Issued To:
Date Returned:	Returned By:

ST. MARIES CITY STREET AND PARK USE POLICY

1. RESERVATIONS:

Reservation for use of the public streets in the City of St. Maries or for St. Maries City Park shall be made by contacting City Hall at (208) 245-2577. A Use Agreement form must be completed and rental and deposit fees must be paid within five working days after making the reservation. **ALL RENTAL FEES ARE NON-REFUNDABLE.**

Youth organizations must have an adult sponsor sign the Use Agreement form and an adult must be in attendance throughout their use of the facility.

2. DEPOSIT REQUIREMENTS:

A cleaning deposit shall be required of all users before issuance of a key. The City Park will be inspected daily for damage. If other than routine cleanup is required, a charge will be made against the deposit. The deposit, or the balance of the deposit if damages have not occurred, will be returned. If the cost of repair for damages exceeds the deposit, the individual/group using the facility shall be responsible for that expense.

Individuals/groups who use the City Park for a multiple use basis shall make one (1) deposit which may be returned when the City Park is no longer used. The City Park will be inspected after each use, any damage costs must be paid before continued use of the buildings.

3. DEPOSIT REQUIREMENTS:

- A. Alcoholic beverages shall not be served or consumed in the streets of St. Maries or at the City Park unless preapproved (submit a Special Exemption Permit Application and get approval by Council) and provide proof of liability insurance with the minimum amount of One Million Dollars (\$1,000,000.00) and liquor license is acquired from the State.
- B. Parking in fire lanes is prohibited.

4. INSURANCE REQUIREMENTS:

- A. If the serving of alcoholic beverages is pre-approved and all the required licenses and permits are obtained from the City and the State of Idaho, then proof of liability insurance, including liquor liability, shall be provided in the minimum amount of One Million Dollars (\$1,000,000.00).
- B. In addition, the City reserves the right to require liability insurance for certain "high risk" activities.

5. MISCELLANEOUS:

- A. Personal possessions taken to the City Park are the responsibility of the owner. The City shall not be responsible for any personal items left at the City Park.
- B. Plumbing, electrical problems or any damages shall be reported to City Hall at (208) 245-2577.