

FACILITY USE PERMIT

COEUR D'ALENE PARKS & RECREATION DEPARTMENT

710 E. Mullan Avenue, Coeur d'Alene, ID 83814 ♦ (208) 769-2252 ♦ Fax (208) 769-2383

RESPONSIBLE PARTY MUST HAVE THIS PERMIT WITH THEM AT TIME OF EVENT

RESERVED FOR Coeur d'Alene Charter Academy - Tennis
(i.e., Smith Family Reunion, Jane Doe Birthday, etc.)

RESPONSIBLE PARTY Aaron Leppig

ADDRESS 4904 N. Duncan Drive

CITY/STATE/ZIP Coeur d'Alene, ID 83815

PHONE (208) 766-1167 EMAIL vreiswig@edacharter.org

PARK Cherry Hill AREA Tennis # OF PEOPLE: 20-30

TYPE OF EVENT: Picnic Concert Other Tennis DATE: 2/24 - 5/17

DAY OF WEEK: M-F TIME BLOCK: 8 am-2 pm 3 pm-6 pm **(TIME BLOCK INCLUDES SETUP AND CLEAN UP)**

VEHICLE ACCESS ALLOWED FOR MONITORED EVENTS ONLY

GATE ACCESS: IN _____ am/pm OUT _____ am/pm _____ (initial)

DATE RECEIVED: _____

FINAL APPROVAL CAN TAKE UP TO 30 DAYS.
PLEASE PROVIDE COMPLETE INFORMATION TO HELP EXPEDITE YOUR PERMIT.

FEE(S) PER TIME BLOCK:

PICNIC SHELTER (CDA Resident)	\$100.00	_____
PICNIC SHELTER (Non-Resident)	\$150.00	_____
MCEUEN PAVILION (CDA Resident)	\$150.00	_____
MCEUEN PAVILION (Non-Resident)	\$200.00	_____
RIVERSTONE AMPHITHEATER (CDA Resident)-Requires Monitoring	\$150.00	_____
RIVERSTONE AMPHITHEATER (Non-Resident)-Requires Monitoring	\$200.00	_____
CITY PARK BANDSHELL (CDA Resident)-Requires Monitoring	\$150.00	_____
CITY PARK BANDSHELL (Non-Resident)-Requires Monitoring	\$200.00	_____
STAFF TIME/MONITORING-PARK/SPORTFIELD <small>(Per hour / Per employee)</small>	\$ 35.00	_____
FOOD BOOTH/AMUSEMENT EQUIPMENT (per day)	\$ 35.00	_____
OTHER BOOTH (per day)	\$ 15.00	_____
DEPOSIT- PICNIC SHELTER / PAVILION (Refundable)	\$100.00	_____
DEPOSIT- AMPHITHEATER / BANDSHELL (Refundable)	\$250.00	_____
EVENT IN EXCESS OF 200 PEOPLE		_____
OTHER: <u>\$20 per court x 2 courts x 42 days</u>	<u>\$1680.00</u>	
<u>\$20 per court x 4 Courts x 11 days</u>	<u>\$880.00</u>	
TOTAL RESERVATION	\$2560.00	

EVENT HOURS: 3:00 - 6:00pm

NOTES: Tennis Matches = 4 courts

3/10, 3/16, 3/21, 3/23, 4/10, 4/12, 4/13, 4/18, 4/19, 4/20, 4/26 = 11 TOTAL

Practice = 2 courts

Feb = 24, 27, 28

March = 1, 2, 3, 6, 7, 8, 9, 13, 14, 15, 17, 20, 22, 24

April = 3, 4, 5, 7, 10, 11, 14, 17, 21, 24, 25, 27, 28

May = 1, 2, 3, 4, 5, 8, 9, 10, 11, 15, 16, 17

Tents measuring 20'x20' or larger require fire department (208-769-2340) approval and permit. All mobile and non-mobile concessions must have a permit and approval from the fire department and obtain approval from the Panhandle Health District (208-415-5100).

Events with 1,000 or more people require the above, and a public safety plan submitted and approved by the police and fire department, and a plan for trash disposal and collection.

ELECTRICITY: YES _____ NO

INSURANCE: YES NO _____
(Large events must provide a copy of insurance coverage with City listed as additionally insured.)

AMP. EQUIP: YES _____ NO
(Maximum of 65 decibels - Requires monitoring)

NO ALCOHOL ALLOWED WITHOUT APPROVED ALCOHOL PERMIT

Payment Information:

Upon signing this permit, groups, individuals, and applicants agree that they have reviewed the rules and regulations (see reverse side), governing use of said facility and agree to be bound by the same.

APPLICANT'S SIGNATURE Angela D. Durick DATE 2/13/2023

APPROVED BY M. Brandt DATE 2/13/2023

Refunds are not issued when a cancellation is made less than 30 calendar days before the event. Refunds cannot be granted due to weather or outdoor conditions beyond our control (i.e., smoke, insects, etc.). A \$35 staff processing fee will be withheld on cancellations when a refund is issued. Credit card deposits will be refunded back to the card used, cash/check deposits will be refunded by check 2-3 weeks after event, upon report of no damage and no additional fees assessed.

FACILITY USE PERMIT

COEUR D'ALENE PARKS & RECREATION DEPARTMENT

710 E. Mullan Avenue, Coeur d'Alene, ID 83814 ♦ (208) 769-2252 ♦ Fax (208) 769-2383

RESPONSIBLE PARTY **MUST** HAVE THIS PERMIT WITH THEM AT TIME OF EVENT

RESERVED FOR Coeur d'Alene Charter Academy - MS Tennis
(i.e.: Smith Family Reunion, Jane Doe Birthday, etc.)

RESPONSIBLE PARTY Aaron Leppig

ADDRESS 4904 N Duncan Drive

CITY/STATE/ZIP Coeur d'Alene, Idaho 83815

PHONE (208) 676-1667 EMAIL rreiswig@cda charter.org

PARK Ramsey AREA Tennis Courts # OF PEOPLE: 15-20

TYPE OF EVENT: ▲ Picnic ▲ Concert ▲ Other Tennis (2 courts) DATE: 4/10/23 - 5/10/23

DAY OF WEEK: M, W TIME BLOCK: 8 am-2 pm 3:30-5:30 (TIME BLOCK INCLUDES SETUP AND CLEAN UP)

VEHICLE ACCESS ALLOWED FOR MONITORED EVENTS ONLY

GATE ACCESS: IN _____ am/pm OUT _____ am/pm _____ (initial)

DATE RECEIVED: _____

FINAL APPROVAL CAN TAKE UP TO 30 DAYS.
PLEASE PROVIDE COMPLETE INFORMATION TO HELP EXPEDITE YOUR PERMIT.

FEE(S) PER TIME BLOCK:

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DEPOSIT- PICNIC SHELTER / PAVILION (Refundable)	\$100.00	_____
DEPOSIT-AMPHITHEATER / BANDSHELL (Refundable)	\$250.00	_____
EVENT IN EXCESS OF 200 PEOPLE		_____
OTHER: <u>\$20 per court x 2 courts x 10 days</u>	<u>\$400.00</u>	_____
TOTAL RESERVATION		<u>\$400.00</u>

EVENT HOURS: 3:30-5:30 pm

NOTES: Mon + Wedn.
2 Courts

April - 10, 12, 17, 19, 24, 26
May - 1, 3, 8, 10

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INSURANCE: YES _____ NO _____
(Large events must provide a copy of insurance coverage with City listed as additionally insured.)

AMP. EQUIP: YES _____ NO _____
(Maximum of 65 decibels - Requires monitoring)

NO ALCOHOL ALLOWED WITHOUT APPROVED ALCOHOL PERMIT

Payment Information:

Upon signing this permit, groups, individuals, and applicants agree that they have reviewed the rules and regulations (see reverse side), governing use of said facility and agree to be bound by the same.

APPLICANT'S SIGNATURE _____ DATE 2/8/23

APPROVED BY [Signature] DATE 2/8/23

Refunds are not issued when a cancellation is made less than 30 calendar days before the event. Refunds cannot be granted due to weather or outdoor conditions beyond our control (i.e., smoke, insects, etc.). A \$35 staff processing fee will be withheld on cancellations when a refund is issued. Credit card deposits will be refunded back to the card used, cash/check deposits will be refunded by check 2-3 weeks after event, upon report of no damage and no additional fees assessed.

Email _____ Outlook _____ Online _____ Notes _____ Scan _____ Deposit _____ On-Site _____ Copies _____ PD _____ Refund _____ Courtesy Copy/Do Not Forward to PD _____

From: DO-NOT-REPLY-TO-THIS-EMAIL-ADDRESS@CDAID.ORG
To: [GOODWIN, NICK](#); [BRANDT, MELISSA](#); [ROUSE, ADAM](#); [ZOLLMAN, KEVIN](#)
Subject: Reservation Summary: Cherry Hill on 4/22/23, 8:00 AM - 5:00 PM
Date: Wednesday, February 08, 2023 9:45:32 AM

[Open this in the Park Reservation Admin.](#) (The *Field Staff Instructions* will need to be printed from there.)

PAYMENT DETAILS

Reservation #: 7419

BILLED PARTY

AARON LIPPY

Phone: (208) 676-1667

4904 N DUNCAN DR

COEUR D ALENE, ID 83815

FEES

Paid by Invoice #4503

Tennis Courts Fee: \$120.00

Deposit: \$0.00

Total: \$120.00

At: 2/8/2023 9:45 AM

The following email was sent to: alippy@cdacharter.org

***SUBJECT LINE:** Reservation of Cherry Hill Park's Tennis Courts on 4/22/23*

ONLINE FACILITY USE PERMIT for: Tennis Courts

COEUR D'ALENE PARKS & RECREATION DEPARTMENT

710 E. Mullan Avenue, Coeur d'Alene, ID 83814

(208) 769-2252 / Fax: (208) 769-2383

**RESPONSIBLE PARTY MUST HAVE THIS PERMIT WITH THEM
AT TIME OF EVENT!**

Be sure to read through **ALL** of this permit, including the **ENTIRE** "Rules & Regulations"

at the bottom!

SPECIAL NOTES ABOUT YOUR RESERVATION!

ALL 6 COURTS TO BE USED FOR LEAGUE GAMES.

RESPONSIBLE PARTY

AARON LIPPY
4904 N DUNCAN DR
COEUR D ALENE, ID 83815
(208) 676-1667
alippy@cdacharter.org

DETAILS

Order # 4503
Reserved for:
Type of event: HIGH SCHOOL TENNIS TOURNAMENT
of people: 30

Reservation Date: 4/22/23
Day of week: Saturday
Expected arrival time: 8:00 AM
Expected departure time: 5:00 PM
Park: Cherry Hill
Park address: 1718 North 15th Street
Facility: Tennis Courts (All Day)

CHARGES

Invoice #4503

Tennis Courts Fee	\$120.00
Deposit	\$0.00
GRAND TOTAL	\$120.00

Your online reservation is for use of the park structure ONLY.

Amusement equipment, vehicle access into the park, food trucks, and amplification require additional fees that CANNOT BE PAID ONLINE. Please [email us at Parks@cdaid.org](mailto:Parks@cdaid.org) or call our office at [208-769-2252](tel:208-769-2252) if you have questions or need more information.

NOTE: Water amenities are **never** allowed in the parks.

NO VEHICLE GATE ACCESS - UNLESS STAFF MONITORING FEES HAVE BEEN PAID.

NO ALCOHOL ALLOWED - UNLESS AN ALCOHOL PERMIT HAS BEEN OBTAINED.

Applicant agrees they have reviewed the policies, rules, and regulations (*see below*), governing use of said facility and agree to be bound by the same.

Refunds are not issued when the cancellation is made fewer than 30 calendar days before the event.

A **\$35.00 staff processing fee** will be added when a refund is issued.

Refunds cannot be granted due to weather or outdoor conditions (e.g. smoke, insects, etc.).

Deposit will be refunded back to the credit card used for this reservation, upon report of no damage and no additional fees assessed.

RULES & REGULATIONS ESTABLISHED BY RESOLUTION NO. 95-083

1. Parks are open from 5 am to 11 pm each day.
2. All permits must include a complete description or explanation of the proposed activity, including number of people expected to attend, date, time, and duration of event.
3. Fee payments and deposits must be made at the time a reservation is made. All fees are on a per time block basis.
4. Paid fees will only be refunded if the Parks Director is notified in writing that the event is cancelled and the notice is received thirty (30) days or more before the scheduled date of the event. A \$35 processing fee will be withheld on cancellations when a refund is issued.
5. All persons and organizations are required to pay reservation fees; no waivers of these fees are possible.
6. Bandshell special events require park personnel to be on site for the monitoring of the

- event. Gate access for any event also requires monitoring.
7. Applicant is responsible for set-up and clean-up within their reserved time period. Applicant agrees to be responsible for vacating the park at the end of their reservation. Applicant agrees to pay additional fees for use beyond original time agreed upon and only if another reservation has not been posted.
 8. The named group, individual(s) or applicant(s) listed on this Facility Use Permit, in consideration for the use of said facility, agree to hold the city harmless from all claims for injury to persons or property resulting from group's, individual's or applicant's actions or omissions during use of said facility.
 9. All reservations will be made on a first-come, first-serve basis.
 10. It shall be the sponsor's responsibility to insure that all guidelines and other rules and regulations as provided are followed by all individuals participating in the event. Failure to comply with said guidelines, rules, and regulations may result in rejection of subsequent applications of the sponsor.
 11. The following rules and regulations shall also apply to all persons using any city park:
 - a. No vehicles, except city vehicles, are allowed on the park grounds unless gate access has SPECIFICALLY been granted and described on Facility Use Permit, and park employee(s) are onsite.
 - b. No nailing or stapling is allowed on any park fixtures, buildings, or trees.
 - c. No driving of stakes or digging on park grounds.
 - d. No overnight camping is allowed in the park or in parking lots adjacent to the park.
 - e. No dogs, alcohol, or glass containers are allowed in the park.
 - f. No fences or barriers shall be erected on park grounds except as may be necessary for city employees to perform their duties.
 - g. All water amenities are prohibited in city parks, e.g., misters, dunk tanks, water slides, kiddie pools, and water balloons.
 12. Organizers / sponsors of special events are required to meet with Parks Department staff to review the scope of special event.
 13. Noise decibel levels must not exceed 65 decibels as per Ordinance #2416. Amplified events require staff monitoring.
 14. It shall be the sponsor's responsibility to insure that all rules and regulations as provided are followed by all individuals participating in the event. Failure to comply with said rules and regulations may result in rejection of subsequent applications of the sponsor.

15. Failure to comply with the above rules and regulations may result in cancellation of event. Damage to facilities directly related to the event will be deducted from the deposit. Any damages above the deposit amount will be repaired and billed to the person responsible for the event.

City of Coeur d'Alene Parks and Recreation Department