



CONDITIONS OF RESERVATION

RAMADAS:

It is recommended that you visit the facilities you have reserved prior to your event occurring.

A reservation of a Ramada does not constitute permission to hold a special event in a City park/facility.

When canceling a reservation, contact the Parks and Recreation office @ 520-791-4873, ext. 3, at least four (4) business days prior to the reservation date. In the event of a rainout, notify the Parks and Recreation office within five (5) business days after event to receive a refund or to reschedule for another date. Administrative offices are open Monday through Friday, 8:00 a.m. to 5:00 p.m.

Parks and Recreation reserves the right to reschedule Ramada and/or facility reservations as needed to avoid conflicts between activities. Rescheduling is only conducted in extreme instances and with as much advance notice as possible.

Parks and Recreation does not guarantee that the Ramadas equipped with electrical outlets will have power functioning the day of your event. Use of the outlet must not exceed a total draw of 10 amps. Malfunctions may be reported, during business hours, to any of the Administration Offices and after hours to the City Communications office at 791-4144.

Picnic tables in the park are available on a first come, first serve basis. Picnic tables are available throughout the parks but the Department does not guarantee their placement at specified Ramadas due to the mobility of the tables. Barbecue grills are provided throughout the park for your enjoyment; however, not necessarily within the immediate proximity of a Ramada.

Amplified sound systems, bands, DJ's, stereos, or public address systems must be approved through the Administration Offices. Music must be kept at a reasonable level to avoid disturbance to other park users and nearby residents. Music may not begin before 10:30 a.m. and must be turned off by sundown and no later than 6:00 p.m. at Reid and McCormick Parks. Non-compliance with this directive will result in termination of this portion of your activity.

AMUSEMENT EQUIPMENT (inflatables and non-inflatables):

Permission for use of amusement equipment must be obtained from the Parks and Recreation Department. The amusement equipment company must provide a generator for the customer renting the Ramada. Use of park electricity is prohibited.

It is the customer's responsibility to provide the name of the approved amusement equipment company to Parks and Recreation staff so it will be noted on the rental contract.

NOTE: Parks and Recreation will not refund the cost of amusement equipment due to power outages. Only authorized vendors* are allowed in City parks.

*Vendor must have a current Amusement Equipment Use Permit issued to them prior to permission being granted. Vendors must comply with all terms and conditions stated on the reverse side of the Permit and including the required insurance provisions. The following are not allowed in City parks: Dunk Tanks, Flying Swings, Gladiator Joust, Heavyweight/Mondo Boxing, Lazer Tag, Mechanical Bull, Slip-n-Slide, Sumo Wrestling, Trampoline, and Zoomer. The jumping castle company must contact Blue Stake (1-800-STAKE-IT) at least 3-4 business days prior to the event date.

SPECIAL INTEREST AREAS:

Reservation of the following areas; Garden of Gethsemane, Reid Park Rose Garden, Jácome Plaza, El Presidio Plaza, La Placita, Parque de San Cosmé, El Tiradito, and Presidio San Agustín; does not constitute permission to hold a Special Event. A letter of request** to the District/Division Administrator is required to reserve the areas above. Only a letter from the Parks and Recreation department can confirm the reservation of the requested area.

SPECIAL EVENTS:

A special event is anything other than a family or company picnic. Ramada reservations for special events must be followed up with a letter to the District/Division Administrator. For larger Civic Events, clearance must be received from the Tucson Police Department Special Events Coordinator before permission is received from the Parks and Recreation Department.

Do not advertise your event until written permission is received from the Parks and Recreation Department confirming the reservation. The following activities are banned from City parks: Yard Sales, Rummage Sales, and/or Swap Meets, etc.

Event liability insurance is required by the Department for events that are open to the public. Certificates of Insurance must be received at least two weeks prior to your event and must list the City of Tucson as additional insured.

A Vendor Permit is required per vendor, per day, (Non-Profit must present a 501(c)3 referenced IRS form) to sell food, refreshments (excluding alcoholic beverages), raffle tickets, and other items within a City park for a special event. A Pima County Health Permit is required in order to sell or give food/soft drinks to the general public are issued by the Pima County Health Department, 3950 S. Country Club Road, First Floor, 243-7908. Before a Vendor's Permit will be issued for food items by Parks and Recreation, a Pima County Health Permit must be presented. NOTE: Glass containers are not allowed in City parks.

****LETTER OF REQUEST:**

A letter of request is required for Special Interest Areas and/or Special Events.

The following information is required:

- Contact person's name, address, phone number
- Organization's Name, if applicable
- Event Name, if applicable
- Purpose of Event: Details listing the proposed activity
- Event Date(s) and Time(s) : The hours requested must include setting up and tearing down
- Event location
- Expected attendance
- Serving/Selling Food or Beer

FIREARMS:

Any event that is open to the public and that is held in a City of Tucson structure must require that the permittee either allow firearms inside the event or provide temporary and secure storage for the citizen's firearm. The storage must be readily accessible on the entry into the event and the firearm must be available for immediate retrieval upon exit. Permits for any event that is open to the public and that is held on City of Tucson property but outside of a structure may not prohibit firearms at the event.

No parking on the turf. We ask your cooperation by parking all vehicles in the designated parking lots. Per Tucson City Code 21-3(4)(3) this is considered a misdemeanor, subject to a fine of up to \$1,000.00.