



CITY OF SPARKS PARKS AND RECREATION DEPARTMENT
PARK USAGE RULES

1. A completed Park Use Application, admin fee and reservation deposit must be submitted in person and approved before a park can be reserved, April - October. City of Sparks programs take precedence. Rentals are permitted between the hours of 8:00 a.m. and 9:00 p.m. only. Approved rental hours include set up and clean up.
2. Proof of City of Sparks residency is required to secure the resident rate. Acceptable forms of proof are a copy of the Applicant's driver's license with current physical address and a copy of a utility bill/insurance card showing the Applicant's name and service address.
3. Park reservations include the pavilion area only unless otherwise noted on the Park Use Application and approved. Weddings are not permitted. Rules posted at each park must be followed.
4. Rental insurance through Wells Fargo One Beacon/Atlantic Specialty Tenant User's Liability Insurance Policy is required and rates vary per event ranging from \$134 to \$258. If Applicant chooses to provide their own insurance, the insurance policy must be \$1,000,000 and name the City of Sparks as additional insured. The policy must include the additional insured endorsement page.
5. All fees must be paid in full 30 days prior to the use date or the reservation will be subject to cancelation and all fees paid will be forfeited. Reservations made with less than 30 days until the rental date must be paid in full with cash or credit card when the application is submitted. Park reservation must be booked a minimum of two weeks prior to the rental date.
6. Deposit refunds are processed and mailed per the 'refund to' information contained in the Park Use Application. The 'refund to' information for resident rentals cannot be altered once the application is approved. No check refunds will be issued if rental paid by credit card. Allow up to 28 days for the refund process. **Cleaning deposits are subject to forfeiture if information reported on the application is inaccurate.**
7. The Sparks Parks and Recreation Office must be notified immediately of any changes/cancellations to the facility rental by calling (775) 353-2376 **and** followed up in writing via email at recinfo@cityofsparks.us or by mail: Sparks Parks and Recreation Office, 98 Richards Way, Sparks, NV 89431.
8. A Liquor Permit must be purchased through the Sparks Parks and Recreation Office if alcoholic beverages are served. If your rental is open to the public and alcoholic beverages will be sold and served to the public, you **MUST** obtain a special permit from the Sparks Police Department located at 1701 East Prater Way. Alcohol is not permitted at the Sparks Marina Park.
9. An Amplified Sound Permit must be obtained if a sound system, deejay or band will be at your rental. The permit must be completed and submitted with the Park Use Application. **NO LOUD NOISE IS PERMITTED.** Rental can be terminated if police have to respond due to complaints from neighbors. **NO AMPLIFIED SOUND IS ALLOWED AT DEER PARK. ALL SOUND/AMPLIFICATION MUST CONCLUDE AT 8 P.M. REGARDLESS OF THE ENDING TIME OF THE RENTAL.**

10. If your rental is open to the general public and you will be serving food and beverages, you **MUST** obtain a health permit from the Washoe County Environmental Health Department. They are located at 1001 East 9th St. in Reno and their number is (775) 328-2434. You must provide a copy of the permit to the Sparks Parks and Recreation Office prior to the rental. **FOOD TRUCKS/MOBILE FOOD UNITS ARE NOT PERMITTED IN THE PARKS.**
11. Only gas barbecues (propane) are permitted in the parks. **NO CHARCOAL BARBECUES ALLOWED.** When using propane grills, all hose and regulators must be UL listed and in good working condition. All propane bottles must be secured to stable surface. Grease shall be accumulated in metal cans with metal lids. Renter must properly dispose of grease. One (1) 2A10BC fire extinguisher and/or K-Guard with a current service tag should be on site.
12. Ice from coolers cannot be emptied on the grass, planters or storm drains.
13. If authorized to use shade structures/tents, they must be adequately braced/anchored. No stakes are allowed in the grass. Do not affix anything to trees, shrubs or city owned property, especially as an anchor.
14. Jump houses/inlatables, dunk tanks, etc. are not permitted in the parks.
15. Motor vehicles are **not** permitted in the parks per Sparks Municipal Code 12.24.022, unless a permit is issued by the Director of Parks and Recreation or designee upon such terms and conditions as the director may deem advisable.
16. Facility must be left clean and undamaged (i.e. trash picked up, etc.) otherwise part or all of your deposit may be withheld. Only masking tape is allowed for decorations, and must be removed upon completion of the rental.
17. Restrooms are stocked with toilet paper at the start of the day; you may want to bring extra paper for large rentals or unforeseen circumstances.
18. Park maintenance questions should be directed to the Sparks Parks and Recreation Office, Monday through Thursday from 7:30 a.m. to 5:30 p.m. If problems are encountered during non-business hours, please call the Sparks Police Department's non-emergency line at (775) 353-2231.
19. If your rental is cancelled within 60 days of your reservation, all paid fees will be refunded minus a \$25.00 administration fee. If your event is cancelled within 30 days of your reservation, all paid fees will be refunded minus a \$50.00 reservation fee and \$25.00 administration fee.
20. Day-of cancellations due to inclement weather or documented air quality issues must be verified and approved by the Director of Parks and Recreation or his/her designee. All paid fees will be refunded minus a \$50.00 reservation fee and a \$25.00 administration fee.

I, the undersigned, have read and understood the above information.

Signature: _____

Date: _____

Print Name _____

