

## SPECIAL USE REQUEST

### SPECIAL USE TERMS AND CONDITIONS

1. All Special Use Requests are accepted on a first-come, first-request basis. City of Oskaloosa sponsored events take priority over all other Special Use Requests.
2. You must be 21 years of age to rent any facility. Proof of age is required. Certain rentals subject to police background check.
3. Conflicts in scheduling shall be resolved in accordance with the Department's Special use Policy. The City reserves the right to deny a request in the intent of the Special Use Policy and the best interest of the general public.
4. All functions conducted on city facilities must be in accordance with the Special Use Policy as set forth in the ordinance providing for the issuance of permits for use of City facilities.
5. Unless specifically stated on the Special Use Request, it is understood that the event is not a benefit function, no admission will be charged or tickets sold. The sale of alcoholic beverages is strictly prohibited.
6. Authorization may be issued for consumption of beer/wine in designated parks. Authorization will require user to secure host insurance for event and provide the City a copy of the host insurance policy. Alcoholic beverages are strictly prohibited without the proper host insurance documentation. Individuals making request must be at least 21 years of age and will be required to present authorized proof of age. Absolutely no individuals below the age of 21 are allowed to possess or drink beer/wine/alcoholic beverages on public park property.
7. The right to grant or deny beer/wine consumption shall lie solely with the City and requests for such must be made at the time of request.
8. City of Oskaloosa facilities are non-smoking facilities. Please check policy for individual facility prior to making reservation.
9. The requesting party shall assume complete responsibility for damages, clean-up, breakage or loss. Use of tacks, staples, nails, screws are not permitted. If tape is used, it must be the blue painters tape and shall be completely removed at the end of the event.
10. Any requests for installation or placement of equipment, signs, decorations. Lighting, concessions of any type, and other structure or object must be included on the Special Use Request approved by the Department.
11. Parties with special use requests shall abide by all City and State codes, and shall assume responsibility for their actions or omissions. Any damage or misuse may result in a charge for restoration and/or denial of future privileges.
12. The undersigned applicant/sponsoring party agrees to defend, indemnify and hold the City of Oskaloosa Iowa and its agents and employees harmless from any claims for injuries or damages arising from or out of the applicant/sponsoring party's use of the premises.

I have read and understand the Terms and Conditions set forth above.

Print name: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Special Use Request**  
City of Oskaloosa Parks  
220 South Market Street  
Oskaloosa, Iowa 52577  
Phone (641) 673-9431

1. Park/Facility Requested \_\_\_\_\_

2. Date(s) Requested \_\_\_\_\_

3. User Name \_\_\_\_\_

(Organization or Individual)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_ (Cell) \_\_\_\_\_

(Email) \_\_\_\_\_

4. Event/Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Beer or Wine Consumption?    \_\_\_Yes            \_\_\_No

6. Are you requesting permission to install or place equipment, signs, decorations, lighting, tents, concessions or other structures or objects? Prior approval must be granted by the City of Oskaloosa, Iowa.

If yes, please explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I understand and agree** to the terms of this request, accept responsibility for adherence to the Special Use Policy Guidelines (on reverse), and I am authorized to sign below. This Special Use Request must be carried and presented upon request during all special use activities.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date