



**INDIAN HILLS GENERAL IMPROVEMENT DISTRICT APPLICATION  
FOR SPECIAL USE PERMIT**

Name of Group/Organization \_\_\_\_\_

Work Phone \_\_\_\_\_

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

Name of Person Filling Out Application \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Facility Requested \_\_\_\_\_

(Name of area to be used, include field lights if applicable.)

Requested Dates \_\_\_\_\_

Requested Times \_\_\_\_\_ # of hours \_\_\_\_\_

Type/Name of Activity to be Conducted \_\_\_\_\_

Anticipated Number of Participants \_\_\_\_\_

What if Any Vehicles or Equipment will be Brought into the Facility \_\_\_\_\_

Nature and Duration of any Amplified Sound \_\_\_\_\_

Do You Request the Privilege for Alcohol Sales? \_\_\_\_\_

If Alcohol is to be Sold, Valid Liquor License to be used \_\_\_\_\_

District Services that will be required \_\_\_\_\_

Applicant certifies that he/she has been informed of the rules and regulations governing the use of Indian Hills General Improvement District Parks Facilities.

\_\_\_\_\_/\_\_\_\_\_  
Signature of Applicant Date

Approval by: \_\_\_\_\_/\_\_\_\_\_  
District Representative Date

**IMPORTANT FACILITY INFORMATION**

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY. ALL GROUPS WILL BE EXPECTED TO COMPLY WITH ALL INDIAN HILLS GID RULES WHEN USING DISTRICT FACILITIES. DISTRICT POLICY OUTLINES THESE RULES. A COPY OF THE RULES IS AVAILABLE AT THE DISTRICT OFFICE.**

1. Fees, deposits and conditions of the application to reserve any district facility must be filled out at least ten days prior to the requested day of use. All applications are reviewed and subject to approval by the district. Fees and deposit must be paid in full at the time of the application submittal.
2. As noted in the Special use permit terms and conditions under paragraph D "a certificate of insurance naming the District as an additional insured in the amount of \$1,000,000 must be submitted ten days prior to the date of reservation, when required".
3. Rules prohibiting the presence of dogs or animals and use of any glass beverage containers will be strictly observed and enforced. Exceptions to this include Seeing Eye dogs with masters and any special activity previously authorized by the district.
4. Violation of any established rules regarding facility usage are contract infractions and are subject to immediate termination of facility use.
5. IHGID, its employees and representatives, shall be held harmless for damage or loss of applicant's or group's property and equipment and for any personal injury or loss incurred by the applicant or by the group's personnel, employees or participants. Applicant or groups shall be obligated to reimburse Indian Hills GID for all expenses incurred by the district in the event of legal action taken against your organization or group.
6. The user of the facility covered by this permit **MUST** have the approved application in possession at the time of use.

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**AGREEMENT**

I, \_\_\_\_\_ Of the \_\_\_\_\_  
Name of Individual Name of Organization

Am familiar with the rules regarding use by the public of parks and other recreation areas and agree on behalf of the organization to abide by all provisions thereof. I. Furthermore, agree to be responsible and liable on behalf of the organization, for any damages occurring to District property as a result of our use.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**THIS APPLICATION GRANTS NO PRIVILEGES UNTIL VALIDATED AND RETURNED TO YOU. NOTE: THIS SCHEDULE, IF APPROVED IS FIRM AND CANNOT BE CHANGED WITHOUT DEPARTMENT APPROVAL IN ADVANCE.**

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

Remarks: \_\_\_\_\_

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

Fees: \_\_\_\_\_

Deposit: \_\_\_\_\_

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

**A. TERMS OF PERMIT**

THIS PERMIT SHALL BE IN EFFECT FOR THE PERIOD SHOWN ON THE PERMIT

**B. INFRINGEMENT OF RIGHTS OF OTHERS**

It is the understanding of the parties hereto that the PERMITTEE SHALL NOT INTERFERE with the normal use or enjoyment of the park, outside the area designated for use by PERMITTEE.

**C. OBLIGATIONS AND RESPONSIBILITIES OF PERMITTEE**

Permit Fees

Fees, deposits and conditions of the application to reserve any District facility must be filled out at least ten days prior to the requested day of use. All applications are reviewed and subject to approval by the District. Fees and deposits must be paid in full at the time of the application submittal.

**District Personnel Fees**

Any DISTRICT personnel time and benefits either requested by the PERMITTEE or deemed necessary by DISTRICT to administer, coordinate or control activities associated with the programs will be paid directly by the PERMITTEE. Payment for such time shall be made to District at the rate established by the District. PERMITTEE will be billed for the time and benefits costs attributed thereto.

**Damages**

The PERMITTEE will be directly responsible for damages to DISTRICT property, facilities or equipment attributed to the PERMITTEE'S personnel or equipment or activities. PERMITTEE agrees to pay for such damages upon demand by the DISTRICT.

**D. INSURANCE**

1. A certificate of insurance naming the District as an additional insured in the amount of \$1,000,000 must be submitted ten days prior to the date of reservation, when required.
2. A "Certificate of Insurance" consists of comprehensive Accident and Liability Coverage, written by a company authorized to underwrite risk management insurance in the State of Nevada.
3. The intent of the insurance coverage is to provide liability protection for spectators and participants in the specified event contained within the application for reservation use.
4. Insurance coverage must be provided for all anticipated park users, including ballfield tournaments where teams separate from the sponsoring event organizer will be attending.
5. Indian Hills may elect to accept insurance coverage from national sports organizations, such as Little League and the American Softball Association.

Certificate of Insurance

A signed complete Certificate of Insurance, and a copy of the endorsed policy with all the endorsements required herein, shall be presented to the DISTRICT on or

before the Permit beginning date. Said insurance policy will not be canceled or materially altered without prior written notice to DISTRICT. Signing of this Permit acknowledges that the Certificate has been presented.

#### Workman's Compensation Insurance

The PERMITTEE shall purchase and maintain worker's compensation for any paid and volunteer employees as required. Signing of this permit acknowledges that PERMITTEE has met all requirements of NRS Chapters 616 and 617.

#### Waiver of Claims

PERMITTEE, by signing the Permit, waives all claims and recourse against DISTRICT, its officers, agents, and employees from and against any *and all* claims, losses, suits, or actions of whatever nature resulting from or arising out of the activities of the PERMITTEE, its subcontractors, agents, or employees under this agreement and to pay all claims, damages, judgments, legal costs, or any other expense or liability related thereto.

#### E. INDEMNIFICATION

The PERMITTEE agrees to defend, protect, indemnify and hold harmless the DISTRICT, its Officers, agents, and employees from and against any and all claims, losses, suits, or actions of whatever nature resulting from or arising out of the activities of the PERMITTEE, its subcontractors, agents, or employees under this agreement and to pay all claims, damages judgments, legal costs, or any other expense or liability related thereto.

#### F. PERMITTEE'S USE OF PREMISES

- 1.) Required Operations Plan – PERMITTEE will provide an operation plan for any program(s) sponsored by PERMITTEE for approval by DISTRICT General Manager. Said plan will include a complete plan of operation, including but not limited to, promotional activities, staffing, staff accommodations and provisions, security and emergencies provisions, concessions, ticket distribution, sales of alcoholic beverages, and money collections, as are applicable. The plan will be submitted to DISTRICT as an application for a Special Use Permit, at least TWO (2) WEEKS prior to the proposed use of a facility.
- 2.) Compliance with State Laws and Regulations – PERMITTEE, his employees and his contract personnel shall at all times comply with all state laws and regulations, and District Policy, including the applicable PARKS and Recreation Policy, its rules and regulations.
- 3.) Sanitation – PERMITTEE will maintain and operate the premises in a clean, safe, wholesome and sanitary condition, free of trash, garbage, or obstructions and shall collect and deposit all garbage or debris at a location to be designated by DISTRICT.

**G. PROMOTIONAL MATERIALS**

The PERMITTEE shall provide the DISTRICT copies of all proposed publicity items or press releases for the DISTRICT'S prior approval. No signs, memorandums, placards, or advertising material shall be inscribed, placed or erected upon said premises without express prior consent from DISTRICT.

**H. COMPLAINTS**

The PERMITTEE will respond to all written and verbal complaints regarding PERMITTEE activities, unless the DISTRICT expressly agrees to respond. Any complaints regarding park operations will be directed to the DISTRICT.

**I. LOST AND FOUND**

The PERMITTEE shall turn all lost and found items over to DISTRICT at the end of each program. These items will be logged and secured by DISTRICT.

**J. OTHER REQUIREMENTS OF PERMITTEE:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_  
(District Initials) (Permittee Initials)

**K. SECURITY PROVIDED BY DISTRICT**

The DISTRICT has the authority for enforcement of all District rules and regulations.

**L. DISTRICT'S RIGHT OF INGRESS AND EGRESS**

DISTRICT reserves the right of ingress and egress to inspect, investigate and survey said premises as deemed necessary by the DISTRICT, and the right to do any or all work of any nature necessary for preservation, maintenance, and operation of entire DISTRICT operated facility.

**M. REPRESENTATIVES OF RESPECTIVE PARTIES**

1.) PERMITTEE Representatives  
PERMITTEE shall have a person designated as the on-site representative for each program or activity until the use area has been seamed each night DISTRICT reserves the right to approve such representative.

2.) DISTRICT Representative  
For the purpose of this Permit, the DISTRICT representative is the General Manager or his/her delegee. He/she is charged with the day-to-day administration of this Permit and is the PERMITTEE'S contact with DISTRICT regarding this Permit.

**N. ASSIGNMENTS**

No transfer or assignment of any rights of PERMITTEE under this Permit may be made without the express written approval of DISTRICT.

**O. CHOICE OF LAW**

Any and all disputes arising under this Permit shall be resolved in accordance with the provisions of Nevada Law.

**P. MODIFICATIONS OF PERMIT**

The parties may hereto, by mutual written agreement, modify or amend this agreement.

**Q. PERMIT UNDERSTANDING**

This signed written permit embodies the entire understanding and agreement among the parties.

**R. REQUIRED SIGNATURES**

This agreement shall not be considered binding until all approving signatures have been obtained.

# INDIAN HILLS GENERAL IMPROVEMENT DISTRICT PARK USE FEE SCHEDULE

The fee schedule below applies to uses or activities, which require the approval of a Special Use Permit. Activities not requiring a Special Use Permit are not subject to fees.

**FEES**

**DEPOSIT**



**Two hour minimum on all facility rentals.**

**Park Reservation Fees \***

James Lee Park Gazebo	(1-50)	\$25/Hour	\$100
	(51-100)	\$35/Hour	\$100
North Sunridge Park	(1-25)	\$25/Hour	\$100
	(26-50)	\$35/Hour	\$100
South Sunridge Park	(1-25)	\$25/Hour	\$100
	(26-50)	\$35/Hour	\$100

**Tournament Fees/ Ball Field Use**

	(1-6 Hrs)	\$30 / Field	\$100
	(All Day)	\$60 / Field	\$200
( 2 days or more)		\$300	\$300

**Field Use Fees**

Individual Use ~ Field *	\$3/ Hour
Individual Use ~ Lights	\$20/ Hour

**Concession Stand**

James Lee Park Concession Stand	1-4 Hrs \$25/Hr 5+ Hrs \$125/day	\$200
Alcohol Sales Fee	\$50 / Event (Non Refundable)	

**Court Reservations**

Tennis Court Individual Use *	\$2.50/Hour	
Tournaments	\$30/Court/Day	\$100
Skateboard Park (Event Use)	\$25/Hour	\$100

\*No fees will be charged for resident applicants

*District staff time required for set-up, attendance, and/or clean up will be billed to the Special Use Permit holder.*

Adopted October 21, 2003  
Adopted February 1, 2006  
Amended February 21, 2007  
Amended April 14, 2009  
Amended June 19, 2013



# INDIAN HILLS GENERAL IMPROVEMENT DISTRICT

3394 James Lee Park Rd. #A  
Carson City, NV 89705

## MEETING ROOM RENTAL AGREEMENT (TO ACCOMPANY SPECIAL USE PERMIT AND MEETING ROOM POLICY)

Request to rent the meeting room is as follows:

DATE(s) \_\_\_\_\_, from (Start Time) \_\_\_\_\_ to (End Time) \_\_\_\_\_

Name and phone number of the contact person:

Name \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_

Fax #: ( ) \_\_\_\_\_

Office/Company \_\_\_\_\_

Address \_\_\_\_\_

## MEETING ROOM CHARGES

ROOM CAPACITY WITH TABLES & CHAIRS		APPROXIMATELY – 90 persons
WITHOUT TABLES		APPROXIMATELY – 100 persons
<b>Hourly Rate</b>	<b>\$25 per hour</b>	<b>\$175 over 6 hours</b>
<b>Cleaning/Damage Deposit</b>	<b>\$200.00</b>	<b>(Refundable, whole or part)</b>

**CANCELLATIONS MUST BE CALLED IN 3 DAYS IN ADVANCE TO AVOID A \$75.00 CANCELLATION CHARGE.**

**PLEASE SIGN AND RETURN A COPY OF THE AGREEMENT/CHARGE FORM, SPECIAL USE PERMIT AND MEETING ROOM POLICY FORM.**

**A CHECK MUST BE RECEIVED NO LATER THAN TEN (10) WORKING DAYS BEFORE THE RESERVED DATE AND MADE PAYABLE TO INDIAN HILLS GENERAL IMPROVEMENT DISTRICT.**

**I AGREE TO THE CHARGES,**

\_\_\_\_\_  
Signature

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



## MEETING ROOM POLICY

1. The renter is responsible for cleaning the meeting room immediately following the event. It is essential that the renter leave the meeting room in the same condition as it was received. Chairs, tables, cleaning supplies and paper products are located in the utility room. Cleaning includes, but is not limited to the following items:

Setting up and tearing down of tables and chairs is the responsibility of the renter.  
The renter may change the room arrangement; (excluding the 18ft. Board table) however, at the end of the event chairs and tables must be put back into their original configuration.

All floors are to be clean. This includes mopping up any major spills.

Wiping down the tables, chairs and countertops (if used).

Ensuring that all trash is packaged in plastic waste sacks and in the proper receptacles.

Making sure that the restrooms are clean.

2. If the meeting room is left in poor condition, the cleaning/damage deposit will be forfeited in whole or in part and the renter will be responsible for any additional costs incurred by Indian Hills G.I.D. for cleaning and repairs. A refund of the cleaning/damages deposit shall be returned within five (5) working days, if the meeting room is clean with no damages.
3. It is the responsibility of the renter to provide his or her own "set up" and supplies specific to their event.
4. The meeting room is available for meetings and trainings ONLY with the exception of Indian Hills GID sponsored events.
5. The meeting room is not available Wednesday evenings after 4:00 P.M. reserving this time for any Board of Trustees or Indian Hills G.I.D. Committee meetings.
6. No athletic/physical exercise activities or classes involving "crafts" with the potential for permanent stains are allowed.
7. Income-producing (commercial) or routine uses of the facility are not allowed.
8. Smoking and alcohol are prohibited in the meeting room at any time.
9. The renter is responsible for supervision of children at all times.
10. No animals will be allowed in the meeting room, except for approved guide dogs.
11. During business hours, parking spaces on the east side of the building are to remain clear of cars.

We appreciate your compliance with the above policy. It is our intention to utilize the facility as to service our community. In order to make this possible, we need your co-operation in maintaining the quality of the meeting room and avoiding an unnecessary work on the part of the I.H.G.I.D staff.

If you have any problems or questions, please contact the District office at (775) 267-2805.

I have read and accept the above policy, \_\_\_\_\_

**Signature of event organizer & Date**

Adopted October 21, 2003  
Amended February 1, 2006  
Amended February 21, 2007  
Amended April 14, 2009  
Amended June 19, 2013