



**MENDOCINO COUNTY PARK RESERVATION RENTAL APPLICATION**

(CHECK ONE)	USE FEE
<input type="checkbox"/> BOWER PARK PICNIC AREA:	\$145
<input type="checkbox"/> LOW GAP PARK PICNIC AREA – HARRISON GROVE:	\$145
<input type="checkbox"/> MILL CREEK PARK PICNIC AREA:	\$145
<input type="checkbox"/> REDWOOD VALLEY LIONS PARK PICNIC AREA:	\$145

<b>Date of Application:</b>		<b>Date of Event:</b>	
<b>Name of Applicant:</b>			
<b>Mailing Address:</b>			
<b>Phone:</b>			
<b>Approximate Number of People:</b>			
<b>Rental Fee:</b>			

I have read the terms of this agreement and agree to comply with the provisions and regulations pertaining to the park used. It is understood that (1) the undersigned will see to it that the area is returned to the condition in which it was found; (2) the park will not be closed to others who want to use the park on the day of the event; and (3) I hereby agree to hold the County of Mendocino, the individual members thereof, and all officers, agents, and employees free and harmless from any loss, damage, liability, cost, or expense that may arise during or be caused, in any way, by such use of facility.

<b>Applicant Signature:</b>			
<b>Date:</b>			

Please return this completed application and key application if applicable with your cash or check (made out to "Mendocino County Parks" to:

**Mendocino County  
General Services Agency - Parks**  
841 Low Gap Rd.  
Ukiah, CA 95482

Please call 707-234-2875 or email [parks\\_reservations@mendocinocounty.gov](mailto:parks_reservations@mendocinocounty.gov) for information about credit or debit card payments.

**FOR COUNTY USE ONLY**

**APPROVED:**  **Yes**                       **No**

**COUNTY SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Date Park Fee Received:		County Receipt No:			
Date Cleaning Fee Received:		County Receipt No:			
Date Key Application Received:		County Receipt No:		Date Key(s) Returned:	

## RULES AND REGULATIONS

### CONDITIONS

Licensee shall obtain full permission for use of all copyrighted material. Licensee shall indemnify and hold County harmless from any liability for improper use of copyrighted material. Licensee agrees that all copyrighted material to be performed has been duly licensed or authorized by the copyright owners or their representatives and further agrees to indemnify and hold the County of Mendocino harmless from any and all claims, losses, or expenses incurred with regard thereto.

Licensee agrees to save County free and harmless from all claims of any person or persons for injuries to persons or property occasioned by, or in connection with, the use of the premises hereby rented. The licensee will be responsible for any damages sustained by the building, furniture, or equipment accruing through occupancy, or use of property, by the licensee. Any lost equipment or damages sustained to the above shall be compensated within seven (7) days.

Reservations must be made with the General Services Agency: Parks Division for any function where a fee is to be charged or where a function is advertised. The General Services Agency reserves the right to decide what groups shall or shall not use the facility, and to curtail events due to excessively loud sound levels, or for violations of County park regulations or County, State, or Federal statutes

### REGULATIONS

1. All existing **County Codes** regarding County Parks will be in effect: Mendocino County Code 14.28. Park Hours are sunrise to sunset.
2. **Seating:** Seating capacity is 100 people at all County Park Group Picnic Areas.
3. **No Smoking.** Smoking will not be allowed in the area due to fire hazard.
4. **Vehicle Access Gate:** \*For Low Gap and Mill Creek Park Only\* reserving parties may choose to rent a vehicle access gate key. Upon applying for the gate key rental, users shall agree to the terms of use. Only one vehicle at a time will be permitted to drive in the gate in order to take coolers or other items to the Group Picnic Area. All other vehicles must be parked outside the gate and other party attendees will be required to walk in.
5. **Electrical Power Box:** \*For Redwood Valley Lions Park Only\* reserving parties may choose to rent an electrical power box access key. Upon applying for the key rental, users shall agree to the terms of use.
6. **Cleanup:** It is the responsibility of the group using the facility to keep it clean and to place trash in bins provided, including candy wrappers and any other item that may be dropped inadvertently on the ground. BBQs must be left in the condition found. Please no dumping of food, cooking oils, or other food products by the trees or in the restroom facilities. All litter must be picked up by the reserving party. You are encouraged to take before and after photos and email them to [parks\\_reservations@mendocinocounty.gov](mailto:parks_reservations@mendocinocounty.gov). **The County reserves the right to bill actual costs of clean up if after use the Group Picnic Area is left dirty (trash not disposed of properly) or evidence of prohibited items such as glitter, confetti, rice, silly string, or water balloons have been used by the reservation holder. The County also reserves the right to deny future use of Park facilities.**
7. **Damage:** Do not nail or staple any items to tables, equipment, trees, or other Park facilities or equipment. Applicants and users will assume full responsibility if the site is damaged after use. **The County reserves the right to bill actual costs to the reservation holder to pay for the time and equipment needed to repair any part of the park or park facility. The County also holds the right to deny future use of the Park facilities.**

**SPECIAL NOTE: Please notify General Services Agency staff IMMEDIATELY in the event that you arrive at the park and see any apparent damage to the area reserved (contact information listed below in Item 12).**

8. **Amplified Music:** Music will not start before 12:00 p.m. (noon). Music will only be permitted until 9:00 p.m. Music will only be allowed for a 3-hour period (i.e., 4-7 p.m.). Please be considerate of other Park users who are seeking a peaceful outdoor experience. Sound decibel levels shall only be loud enough for those seated in the Group Picnic Area.
9. **Prohibited Items:** The following are prohibited and may not be used at any time: glitter, rice, confetti, water balloons, or silly string. Water activities, including but not limited to wading pools, slip and slides, and water guns are prohibited.
10. **Law Enforcement:** For emergencies, dial 911. For non-emergencies at Low Gap Park, The City of Ukiah Police Department handles enforcement of laws; the 24-hour non-emergency line for the Ukiah Police Department is [\(707\) 463-6262](tel:7074636262). For all other County Parks, the non-emergency line for the Mendocino County Sheriff's Office is [\(707\) 463-4086](tel:7074634086).
11. **Cancellation or Rescheduling:** A 30-day cancellation notice prior to the reserving party's reservation date is required to receive a partial refund. A \$25 cancellation fee will apply. A \$25 rescheduling fee is required to change reservation dates.
12. **General Services Agency/Parks Contact Information:** For general information regarding County Parks and to place a seven-day hold on a group picnic area, you may contact us by phone at [\(707\) 234-2875](tel:7072342875), by email to [parks\\_reservations@mendocinocounty.gov](mailto:parks_reservations@mendocinocounty.gov) or by mail to Mendocino County General Services Agency – Parks, 841 Low Gap Rd., Ukiah, CA 95482.

# Mendocino County General Services Agency/Parks

## Park Cleaning Deposit Agreement

PARK (CHECK ONE)	CLEANING DEPOSIT
<input type="checkbox"/> BOWER PARK	<input type="checkbox"/> \$100
<input type="checkbox"/> LOW GAP PARK – HARRISON GROVE:	<input type="checkbox"/> \$50 (50< people) <input type="checkbox"/> \$100 (50> people)
<input type="checkbox"/> MILL CREEK PARK	<input type="checkbox"/> \$50 (50< people) <input type="checkbox"/> \$100 (50> people)
<input type="checkbox"/> REDWOOD VALLEY LION'S PARK	<input type="checkbox"/> \$50 (50< people) <input type="checkbox"/> \$100 (50> people)

I, \_\_\_\_\_, have left a cleaning deposit for use of the Mendocino County Park indicated above on \_\_\_\_\_. It is understood that it is my responsibility to keep the reserved area clean, to place trash in bins provided, and if my trash exceeds the available trash bins, I am to take my trash with me. It is also understood that failure to clean the area properly will result in the deduction of cleaning costs from the cleaning deposit. In the event cleaning costs exceed the deposit amount, it is understood that the County reserves the right to bill actual costs to the reserving party.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City/State      Zip

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
Driver's or ID # & Exp date

**\*\*It is suggested that you bring your own trash bags with which to haul your trash after your event if you do not utilize the dumpster. Also, please take before and after photos and email to: parks\_reservations@mendocinocounty.gov for prompt return of deposit.\*\***

**PLEASE NOTE:**

**IF DEPOSIT IS MADE BY CHECK, REFUND WILL NOT BE PROCESSED UNTIL CHECK HAS CLEARED THE BANK**

Cash        Credit/Debit Card        Check #: \_\_\_\_\_ Total \$ \_\_\_\_\_

County Receipt # \_\_\_\_\_ Acct# 2110-760246

**Return of Deposit Authorized by:** \_\_\_\_\_

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



**Mendocino County**  
**General Services Agency - Parks**  
**Key Rental Agreement**

I, \_\_\_\_\_, have received the keys for use of:

PARK (CHECK ONE)	KEY DEPOSIT
<input type="checkbox"/> <b>LOW GAP PARK – HARRISON GROVE:</b>	<input type="checkbox"/> \$25 Vehicle Access Key (Refundable)
<input type="checkbox"/> <b>MILL CREEK PARK</b>	<input type="checkbox"/> \$25 Vehicle Access Key (Refundable)
<input type="checkbox"/> <b>REDWOOD VALLEY LION'S PARK</b>	<input type="checkbox"/> \$50 Dumpster Access Key (\$25 Refundable) <input type="checkbox"/> \$100 Electrical Power Box Access (\$25 Refundable)

I agree to return the keys within 48 business hours of my scheduled event. If I fail to return the keys on \_\_\_\_\_, I understand that I will be billed a \$15 per day late fee, not to exceed \$75. If I fail to return my keys, I understand that I will be denied future use of the park.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City/State      Zip

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
Driver's License/ID Card#

**GSA Office Only:**

Cash       Credit/Debit Card       Check # \_\_\_\_\_

County Receipt # \_\_\_\_\_      Acct# \_\_\_\_\_

Date Key Issued: \_\_\_\_\_      Key # Issued: \_\_\_\_\_

**KEYS RETURNED ON: \_\_\_\_\_**