



## Kenai Recreation Center Court Request Form

City of Kenai Parks & Recreation Office: 907-283-8262

Organization \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone \_\_\_\_\_

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

Email \_\_\_\_\_

### CHECK ONE:

☐ Scheduling recurring rental (Insurance certificates will be required for reoccurring scheduling)

☐ Single Use Rental    Date of Rental \_\_\_\_\_ Length of Rental: \_\_\_\_\_

Purpose of Event \_\_\_\_\_ Estimated Participants: \_\_\_\_\_

Additional Requests: \_\_\_\_\_

### POLICY:

- Payment must be made no less than 48 hours prior to usage to confirm the reservation or the user must be preapproved for invoice billing by the Parks and Rec Director.
- Recurring scheduling will require a form of insurance for the organization or group.
- If approved for invoice billing, the group will be responsible for all reservations confirmed on the published schedule. Modifications to the published schedule may be made 48 hours in advance. The group will be billed for the time they reserved if there is a cancellation less than 48 hours in advance or a no-call, no-show. (Cancellation Due to an Act of God will be exempt from this policy.)
- Filling out this form does not guarantee your requested date or time. Court Requests are confirmed when the schedule is published on the City Website.
- Alcohol, marijuana and tobacco consumption are prohibited on site.

### FEES & PAYMENT INFORMATION:

☐ Rental Fee Paid (Full Court - \$50.00/hour, Half Court – \$25.00/hour)    ☐ Tax Exempt

☐ Card    ☐ Check (Check #) \_\_\_\_\_    ☐ Invoice (must be approved for invoicing)

### Hold Harmless Agreement:

The group or individual sponsoring the event and using the facility hereby agrees to hold the City of Kenai and its employees harmless from all liability and claims for damages of any nature or kind, including but not limited to property damage, injury, illness, or death by reason of any act while on the property of the Kenai Recreation Center owned by the City of Kenai. It is your responsibility as the sponsor to inform all members of your group of the Facility Rules and terms of this agreement. Failure to abide by Rules and Regulations could result in immediate loss of privileges.

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

\*The City of Kenai reserves the right to cancel an event due to unforeseen circumstances. If the City of Kenai cancels the event, you have the option of selecting a new date for your event or requesting a refund.

EMAIL COMPLETED FORM TO [PARKS@KENAI.CITY](mailto:PARKS@KENAI.CITY)

### ADMINISTRATIVE USE ONLY

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Insurance: ☐ Yes    ☐ No    Reservation Confirmed: \_\_\_\_\_