



Kenai Ice Reservation Request Form
City of Kenai Parks & Recreation Office: 907-283-8262

Organization _____
Contact Name _____
Phone (Cell) _____
Mailing Address _____ Zip _____
Email _____

CHECK ONE

☐Scheduling recurring rental (must call or email Parks at Parks@kenai.city or call 907 283-8262.

Insurance certificates will be required for reoccurring scheduling)

or

☐Single Use Rental: Date of rental _____

Length of Rental _____ Purpose of Event _____

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 ice confirmed on the final schedule. Modifications to the final schedule may be made 48 hours in advance. The group will be billed for the ice 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. Ice Requests are confirmed when the ice schedule is published on the City Website.
- Kenai ice may only be reserved for October 1st through March 15th unless approved by the Parks and Rec Director.
- Alcohol, marijuana and tobacco consumption are prohibited onsite.

FEES & PAYMENT INFORMATION

- ☐ Rental Fee Paid \$165.00 per hour +6% tax(unless tax exempt)
☐ Card ☐ Check (Check #)____☐ Invoice (must be preapproved for invoices)

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 Multi-Use facility 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.

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**ADMINISTRATIVE USE ONLY**

Received by: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Insurance ☐ Yes ☐ No Facility Agreement on File ☐ Yes ☐ No

Date insurance received: \_\_\_\_\_ Reservation Confirmed: \_\_\_\_\_