

CITY OF OVERLAND



APPLICATION FOR PARK PAVILION RESERVATION PERMIT

Resident Non-Resident Business Non-Profit Organization

A copy of the applicant's Driver's License or State ID Card must be submitted with this application.

All rental fees are due at the time of reservation and are non-refundable

EVENT INFORMATION

Start Date: _____ End Date: _____ Day of Week: _____

Start Time: _____ End Time: _____

Reservations limited to 11:00 A.M. to 8:00 P.M., OR Dusk (whichever comes first)

Nature of Use: _____ Anticipated Attendance: _____

Be specific (i.e. birthday party, boy scout meeting)

May not exceed park limit below

APPLICANT INFORMATION (PLEASE PRINT)

Applicant Name: _____

Organization Name (if applicable) _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Alt. Phone #: _____

Email Address: _____

VENDOR INFORMATION

Will you be hiring vendors? (Caterer, chairs, inflatables, animals, tent, etc.): Yes No

- All vendors shall provide a Certificate of Liability Insurance, to the City, no later than Two (2) weeks prior to the event. The COL must name the City of Overland as "Additional Insurer". ****Insurance evidenced by this certificate shall not be canceled or altered except ten (10) days after receipt by the City of Overland, Missouri of written notice thereof.***

DATE OF APPLICATION

RECEIPT #

PERMIT #

Park Pavilion Reservation Permit (Revised: May 2021)

Department of Parks and Recreation

Telephone Number (314) 428.0490 • Fax Number (314) 227-2951

- Some vendor types may require a St. Louis County permit as well. A copy of the approved permit shall be submitted to the City at least two (2) days prior to the date of the event. It is the sole responsibility of the vendor to determine if a permit from St. Louis County is required and to obtain said permit.

PARK INFORMATION

Please check the name of the park that you want to reserve and check the amenities that you will need for your event. **Note: Woodson Road Park: Fenced Dog Park Area near Picnic Shelter/Gazebo*

Park	Amenities
<input type="checkbox"/> Norman Myers (8700 Midland Blvd.) <i>Capacity Limit: 80</i>	<input type="checkbox"/> BBQ Pit <input type="checkbox"/> Picnic Shelter <input type="checkbox"/> Playground <input type="checkbox"/> Electric
<input type="checkbox"/> Woodson Road (1655 Woodson Road)* <i>Capacity Limit: 40</i>	<input type="checkbox"/> BBQ Pit <input type="checkbox"/> Picnic Shelter/Gazebo <input type="checkbox"/> Playground <input type="checkbox"/> Electric
<input type="checkbox"/> Mort Jacobs (Krem &Clarendon) <i>Capacity Limit: 60</i>	<input type="checkbox"/> BBQ Pit <input type="checkbox"/> Picnic Shelter <input type="checkbox"/> Playground <input type="checkbox"/> Electric
<input type="checkbox"/> Wild Acres (10400 Midland Blvd.) <i>Capacity Limit: 200</i>	<input type="checkbox"/> Gazebo
<input type="checkbox"/> Verona Pavilion (2519 Verona Ave.) <i>Capacity Limit: 80</i>	<input type="checkbox"/> Picnic Shelter

FIELD USAGE

- Pavilion renters you may only use the field(s) if it is not occupied by a league/organization.
- Use of the field by a league/organization requires a permit issued by the City.
- Leagues, scrimmages, and tournaments will be subjected to additional fees for each game.
- Individuals or organizations hosting a league or tournaments shall provide a Certificate of Liability Insurance, to the City, no later than Two (2) weeks prior to the event. The COL must name the City of Overland as “Additional Insurer”. **Insurance evidenced by this certificate shall not be canceled or altered except ten (10) days after receipt by the City of Overland, Missouri of written notice thereof.*

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RULES & REGULATIONS

- **Responsible Party:** The individual(s) and / or group named on the Park Permit being issued to shall be held jointly responsible for any use to which a facility is put under the permit granted, and shall accept responsibility for all damage done to City property.
- **Hours:** No Park facility can be rented prior to sunset or past dusk without prior written approval of the City of Overland Parks & Recreation Director.
- **Supervision:** All activities must be under constant, competent, adult supervision.
- **Inclement Weather:** The City of Overland is not responsible for picnics/events canceled due to inclement weather.
- **Availability:** Parks may not be available on certain days due to city held functions having precedence. The City of Overland reserves the right to relocate any meeting/event based on unforeseen circumstances.
- **Nature of Party:** Activities of users must be of a nature suitable for presentation in a public facility, must be lawful, and must conform to all ordinances/policies established by the City of Overland. The City of Overland reserves the right to disapprove any request if the nature or contents of the activity are in violation of city ordinances, the general well-being, interest, and or safety of the group/individuals or general public utilizing the facilities.
- **Decorations:** No markings or the application of materials to walls, ceilings or floors of park buildings shall be permitted which will mark, deface or injure these surfaces.
- **Cleanup:** Permit Holder shall be responsible for the facility being clean and in an orderly state after scheduled use. Should the facilities be left in such a condition to require additional cleanup or maintenance, this expense will be invoiced to the responsible party.
- **Sound:** If your event includes a sound device and/or another type of feature that could be considered a disturbance, please keep the sound level low. Failure to do so may result in your party being forfeited w/out a refund.
- **Vehicles:** All Non-City related motorized vehicles are prohibited from driving onto and/or parking on the grass, trails, and athletic tracks within the parks. Unauthorized vehicles can be ticketed and/or towed at the Owners Expense. Authorized vehicles pertain to City of Overland owned vehicles only. All motorized vehicles are encouraged to park in the designated parking lots for the park.
- **Glass Items:** Glass is prohibited within all park facilities. (I.e. Beer bottles, glassware, and etc.)
- **Lost / Stolen Items:** The City of Overland cannot be held responsible for lost or stolen items. Pavilion renters are encouraged to report incidents of vandalism or illegal activity in the park by calling 911.
- **Insurance:** Use of entertainment equipment and the hiring of vendors may require you to provide additional documents, to the City, a minimum of Two (2) Weeks prior to the event. St Louis County Permits, Certificate of Liability, Fire District Inspection, and other fees may apply. Permit Holder agrees to submit all necessary paperwork to the City for any vendor or entertainment equipment used on City property.

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NOTICE TO APPLICANT

By signing this document, I hereby submit my request for the use of the city park, as noted on the attached permit application and acknowledge that I have read, understand and will conform to all rules, regulations, and requirements. I do hereby agree to abide by all federal, state, and local laws, ordinances, rules and regulations and agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a special event of the City of Overland property. I understand that lack of meeting all requirements may result in the denial or revocation of this permit.

In addition, I declare that the information contained in this application is true and correct to the best of my knowledge. I understand that falsification of information or violation of any rules, regulations or ordinances of the City of Overland Pavilion Rental Rules and Regulations will result in the denial and/or revocation of the pavilion permit and the forfeiture of all fees associated with the rental.

I hereby attest that I am at least 18 years of age. I understand that upon approval of my request, I will be issued a permit for the park reservation and that this permit is not transferable or assignable. Any attempted transference will result in the revocation of the permit and forfeiture of all fees associated with the rental.

This permit is your written permission to occupy the designated park pavilion for the exclusive use of your organization during the days and times set forth but it does not give you exclusive use of the entire park.

APPLICANT ACKNOWLEDGEMENT:

Signature: _____
Name: _____
Date: _____

FOR DEPARTMENT OF PARKS AND RECREATION USE ONLY

REVIEWS AND SIGN-OFFS	
Reviewed By: _____	Date: _____
Approved By: _____	Date: _____
Denied By: _____	Date: _____
Reason for Denial: _____	

CITY OF OVERLAND



9119 Lackland Road, Overland Mo 63114

HOLD HARMLESS AGREEMENT

“I/WE/ME/MY” SHALL MEAN:

APPLICANT INFORMATION (PLEASE PRINT)

Applicant Name & C/O _____

Organization Name *(if applicable)* _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Email Address: _____

GENERAL EVENT INFORMATION

Rental Date: _____

Rental Site: _____

Rental Times: _____

Total Hours _____

ACTIVITY TO BE HELD: (DESCRIBE IN DETAIL)

The Individual / Organization agrees to indemnify, hold harmless, and defend the City of Overland, its elected and appointed officials, employees, agents and successors in interest from all claims, damages, losses and expenses including attorney’s fees, arising out of or resulting, directly or indirectly, from the Consultant’s (or Consultant’s subcontractors if any) performance or breach of the contract provided that such claim damage , loss, or expense is (1) attributable to personal injury, bodily injury, sickness, death, or to injury to or destruction of property, including the loss of use resulting there from, or from negligent acts, errors or omissions and (2) not caused by the negligent act or omission or willful misconduct of the City of Overland or its elected and appointed officials and employees acting within the scope of their employment. This Hold Harmless and Indemnification Clause shall in no way be limited by any financial responsibility or insurance requirements and shall survive the termination of this Contract.”

Name of Representative

Today’s Date

Signature of Representative

Facility Contract / Permit Number

NOTICE

THE DANGER OF EXPOSURE TO COVID-19 EXISTS.

By utilizing this recreational facility, you take full responsibility for the protection of you and your guests, the risk that you and your guests may contract COVID-19, and for the disinfection of anything you or your guests' touch.

Maintain at least Six (6') feet between you and other people who are not a part of your household and wear a face covering for the protection of others.

**~ USE THIS FACILITY AT YOUR OWN RISK ~
EQUIPMENT AND FACILITIES
ARE NOT SANITIZED**

IN AN EFFORT TO PREVENT THE SPREAD OF COVID-19...



WASH

Wash your hands frequently – for at least 20 seconds



COVER

Use tissues when you cough or sneeze and dispose of them immediately, use your elbow if a tissue not available



AVOID

Do not touch surfaces and then your mouth, eyes or nose



DISTANCE

Practice social distancing by not shaking hands, hugging, etc.



ISOLATE

Stay home if you become ill and prevent the spread of the illness

DO NOT USE THE FACILITY IF YOU OR YOUR GUESTS HAVE BEEN SICK IN THE PAST TWO WEEKS.