



## 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 2024)**

Department of Parks and Recreation

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

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- 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 21 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: _____	



## HOLD HARMLESS AGREEMENT

**“I/WE/ME/MY” SHALL MEAN:**

### APPLICANT INFORMATION (PLEASE PRINT)

Applicant Name: \_\_\_\_\_  
Organization Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

### GENERAL EVENT INFORMATION

Rental Date(s) \_\_\_\_\_ Rental Site \_\_\_\_\_  
Rental Time(s): \_\_\_\_\_ Total Hours \_\_\_\_\_

### ACTIVITY TO BE HELD: (DESCRIBE IN DETAIL)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As partial consideration for the rental, the Individual/Organization (“Renter”) hereby acknowledges and understands the City facilities are rented as-is condition and accepts all risk and responsibility for same. The Renter assumes all risk and responsibility for any accident or injury, if any, whether due to negligence or otherwise and whether caused by Renter or otherwise. The Renter agrees to waive, release, covenant not to sue, forever discharge, indemnify, hold harmless, and defend the City of Overland, its elected and appointed officials, employees, liability insurer, contractors, agents and successors in interest and all that may be liable on their behalf from any and all claims, causes of actions, damages, penalties, demands, judgments, decrees, losses, and costs and expenses including experts and attorney’s fees, on account of, arising out of or resulting, directly or indirectly, or in any manner pertaining to or from the Renter’s and all guests’ or participants’ (or subcontractors if any) performance or breach of the contract or use or rental of the City of Overland’s facilities or otherwise from the presence of the Renter or the Renter’s agents, employees, invitees, or guests in or upon the facilities owned or operated by the City of Overland. This Hold Harmless and Indemnification Clause shall in no way be limited by any financial responsibility or insurance requirements and shall survive the termination

**Hold Harmless Agreement (Revised: February 2023)**

Department of Parks and Recreation

Telephone Number (314) 428-0490 • Fax Number (314) 227-2951

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of this Contract. The Renter further agrees that this Hold Harmless and Indemnification Clause and waiver and release shall be binding upon him/her/it, his/her/its successors, executors, personal representatives, insurance carriers, administrators, and assigns.

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**PRINTED NAME OF APPLICANT**

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**SIGNATURE OF APPLICANT**

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**TODAY'S DATE**

**FOR DEPARTMENT OF PARKS AND RECREATION USE ONLY**

**Application #:**

**Date:**

**Initials:**

**Hold Harmless Agreement (Revised: February 2023)**

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## INSURANCE REQUIREMENTS CHECKLIST

The following items are required to meet our minimum insurance requirements for use of the building/field use:

1. Coverage confirmation must be submitted on a current "Certificate of Liability Insurance" form.
2. The Named Insured on the evidence of insurance must match the name on the contract.
3. The Description of Operations /Locations/ Vehicles must list the event name, event date(s), and the location of the event.
4. Commercial General Liability coverage in the amount of not less than \$1,000,000 per occurrence and the aggregate limit in the amount of not less than \$3,000,000 per occurrence.
5. Liability coverage must be on an "occurrence" form.
6. Name "City of Overland and its officials, agents and employees" as additional insured on the Commercial General Liability insurance policy with the following endorsement included:

"The Insurer shall not be liable to make any payment for Loss in connection with any Claim made against the City of Overland as an additional Insured that is barred by sovereign immunity, and nothing contained in this Policy shall constitute a waiver of the City's sovereign immunity."

7. The Certificate shall provide the City of Overland with a minimum of thirty (30) days written notice of any cancellation, suspension or material change in coverage.
8. Please use the following address for Certificate holder:  
City of Overland  
9119 Lackland Road  
Overland, MO 63114

- 1) "Certificate of Liability Insurance" forms may be faxed, delivered by mail, or delivered in person.

- Fax Number: 314-227-2951, Attention: Parks & Recreation Dept.
- Delivered by Mail / Person:

Overland Community Center  
Attn: Parks & Recreation Director  
9225 Lackland Road  
Overland, MO 63114