

LYSA/Northside Park Fieldhouse Event Center  
Reservation Application

Date of use \_\_\_\_\_ Time: From \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.  
(Make sure time includes set up, event, and clean up)

\*If it is a Non-Profit group, provide a copy your of your IRS 501(C)3 letter with the application is required.

Group \_\_\_\_\_ Approximate Number Attending \_\_\_\_\_  
Name of individual responsible \_\_\_\_\_  
Address \_\_\_\_\_  
Phone: Home# \_\_\_\_\_ Work# \_\_\_\_\_ Cell# \_\_\_\_\_

Type of activity (meeting, reunion, dinner, wedding reception, other) \_\_\_\_\_

**The Fieldhouse is available:**

- **½ day use, 8:00 a.m. to 3:00 p.m. or 3:00 p.m. – 11:00 p.m. ½ day rent \$175**
- **Full day use, 8:00 a.m. – 11:00 p.m. full day rental \$300**
- **Full and half-day rental includes upper level bathrooms.**
- **Lower bathroom access \$50 per day or ½ day**
- **Concession area \$100 per day or ½ day**
- **Non-profit organizations will receive 30% discount**

**The Fieldhouse provides five 5-foot rectangular tables and 30 chairs. There is a refrigerator and microwave oven in the kitchen. There are no pots, pans, dishes, or utensils available. The cleaning supplies will be provided.**

You must be 21 years of age or older to rent the facility. A \$500 cleaning/damage deposit is due at the time you make your reservation. The deposit must be in the form of a check submitted with application. The deposit check will be held until after the event. A larger deposit may be due upon approval by LYSA's representative for the Extended Term Facility Reservation Requests. When a reservation cancellation is requested more than 30 days prior to the reservation date, a \$50 processing fee will be held from the paid deposit. If a cancellation is requested 30 days or less prior to the reservation date the full deposit will be held and not returned.

If the cost of cleaning and damage exceeds the deposit, the renter will be sent an itemized statement for the remaining cost of cleaning/damage repair. The statement must be paid within 30 days of the date of the invoice.

All your items must be removed from the facility by the end of the rental time marked above. After returning the key, the deposit (or remainder thereof) will be mailed to the contact listed above. Please allow up to 3 weeks for processing.

**Alcohol:**

1. Northside Park does not serve alcohol.

2. Wine and beer may be brought and served by the renter in accordance with MT state liquor laws, for reception/events.
3. Spirits must be brought and served by a licensed, insured caterer who has been pre-approved by management.
4. All alcohol service must adhere to State of Montana liquor laws.
5. You are accountable for your guests' consumption of alcohol and for their conduct. All attendees are expected to behave responsibly and be respectful of the property and of others in the residential area.
6. The building use prohibits the selling of goods or alcoholic beverages. In consideration of being granted the building reservation, the applicant and those attending the function, hereby releases the LYSA Board, City of Livingston and its officers and employees from any and all claims for damages which may arise out of said function; and furthermore, agrees to take full responsibility for the conduct of individuals are obeyed by those in attendance, preventing consumption of alcoholic beverages by those persons under 21 years of age, prohibiting the serving of alcoholic beverages to people who appear to be impaired or under the influence of alcohol, prohibiting those who appear to be impaired or under the influence of alcohol from operation a motor vehicle, and by providing a safe transportation plan for those in attendance using designated drivers. The building and surrounding area is to be left in a safe, sanitary, and clean condition.

**In renting the Fieldhouse Recreation Center you agree to the following policies and rules:**

1. Building occupancy is 278 people.
2. Selling of goods, alcoholic beverages, or charging admission to attend a function is prohibited. Dances open to the general public are prohibited. City Ordinance: ~~Section 3, 23.26.050, B.3, Section 6, 12.28.080. E.I.~~
3. Due to the Fieldhouse being located in a residential area, strobe lights, loud noise, indoors or outdoors, is prohibited (yelling, foul language, squealing tires, revving car engines, vehicle engine left running, etc.) Music may be played inside the facility with volume so it cannot be heard outside and shall end by 10:00p.m. **PLEASE BE CONSIDERATE OF THE NEIGHBORS!** If the police are summoned to your event you will lose your \$500 deposit.
4. **Smoking is prohibited in the Fieldhouse and in Northside Park.** Fogging machines are not allowed. If there is evidence of smoking in the facility, \$500 deposit will be withheld.
5. The renter is responsible for the conduct and actions of the individuals attending the function. Attendees shall not mark, deface, or remove any tables, chairs, benches, refrigerators, grills, railings, equipment, signs, drinking fountains, or other property.
6. Animals are not permitted in the Fieldhouse or events at Northside Park.
7. Vehicles are not allowed outside the parking lot areas.
8. Roller blade of skateboard use is prohibited inside the building and on adjacent sidewalks.
9. No overnight stay or camping is allowed.
10. You are responsible to shovel sidewalks and stairs so individuals in your group will not slip or fall. A shovel is provided. Ice remover is provided and located outside the front door.
11. The function must end by **11:00 p.m.** You are responsible to clean up the facility immediately after the function, and remove all personal effects. Cleaning to be completed **by midnight.**

12. The individual responsible for renting the facility shall report all damages to LYSA representative. All non-reported damage or violations of the policies may result in the loss of deposit and privilege to rent this facility in the future.
13. If the LYSA Staff has to clean up any vomit, or any bodily fluids you will lose the entire \$500 deposit.

In case of a facility maintenance emergency, call police dispatch at 222-2050 or 911.

The undersigned agrees and understands that any police officer shall have full authority to void this permit should the activity hereby approved become disruptive or abusive so as to disrupt the peace of the area, or involve any violation of park or building rules and regulations.

For Monday – Friday rentals, pick up your keys by 4:00 p.m. the day prior to or day of facility use; for Saturday and Sunday rentals, keys should be picked up on Friday by 4:00 p.m. Key pickup hours are 8:30 a.m. – 4:00 p.m. Monday – Friday. The contact number for key pickup is \_\_\_\_\_.

I have received a copy of this agreement and the cleaning checklist. I agree to abide by the policies and rules of this agreement for use of the facility.

Information provided on this form is a public record and open to inspection.

Signature of person responsible \_\_\_\_\_ Date \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Driver's license # \_\_\_\_\_

Full day rental \$ \_\_\_\_\_

Half day rental \$ \_\_\_\_\_

Kitchen use \$ \_\_\_\_\_

Lower Bathroom use \$ \_\_\_\_\_

**Total Rent due** \$ \_\_\_\_\_

Receipt Number \_\_\_\_\_

LYSA Representative \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Deposit Amount: \$ \_\_\_\_\_ Check # \_\_\_\_\_

Open Container Waiver Fee / Form \_\_\_\_\_

Use Amount Paid \$ \_\_\_\_\_ Check # \_\_\_\_\_

Paid receipt number \_\_\_\_\_ Claim form signed? \_\_\_\_\_

Proof of insurance form \_\_\_\_\_

Key (s) returned \_\_\_\_\_ Date \_\_\_\_\_ Facility Cleaned \_\_\_\_\_

Claim sent \_\_\_\_\_

