



City of Sidney, MT
Park and Rec Committee Meeting
April 11, 2022 12:00 PM
115 2nd Street SE | Sidney, MT 59270

The City Council meetings are open to the public attending in person, with masks encouraged when social distancing cannot be accomplished. If the public does not wish to participate in person, they are also invited to participate via a Zoom meeting. You can participate via phone:

Meeting ID: 863 4247 2305 Passcode: 4332809 Call: 1-346-248-7799

1. New Business

- [a.](#) 2022 Park Use Agreements
- [b.](#) 2022 Svarre Pool Ticket Prices
- [c.](#) Amend Special Event Application/Process

ADULT & CO-ED SOFTBALL

SOFTBALL & FACILITY USE AGREEMENT AT SOUTH MEADOW VILLAGE PARK

This agreement dated, _____, by and between the City of Sidney, hereinafter referred to as the "City" and the Adult & Co-Ed Softball Organization, hereinafter referred to as the "Organization".

The following conditions set forth below shall be strictly enforced by the City and in the same shall be strictly adhered to by the Organization.

CONDITIONS REQUIRED BY THE CITY:

1. The Organization shall provide the City Clerk a copy of the Organization's current liability insurance documentation annually, when renewed. No practices, events or games shall be allowed until such proof has been provided.
2. The Organization shall provide the City a copy of the current officer's names, addresses and contact information with signed agreement.
3. All keys signed out shall be returned to the City no later than 30 days after the season ends. No paddle locks or extra locks of any kind on any door shall be installed. No copies of keys shall be allowed. A deposit for keys shall be required at the time of checkout.
4. No changes to park property shall be allowed without prior approval from the City. This includes signage, building, sprinkler system, electrical alterations.
5. All garbage, trash and loose debris shall be picked up daily and after each event and properly disposed of and in accordance to city ordinance. Concession areas shall be cleaned and cleared out at the end of the season.
6. The use of alcohol, tobacco or drugs of any kind is strictly prohibited. A permit for consumption of beer at a gathering may be applied for through the filing of an application in accordance with Title 6, Chapter 10, Section 4, of the Sidney City Code.

THE ADULT COED SOFTBALL SHALL BE RESPONSIBLE FOR THE FOLLOWING:

1. Drag and maintain the infields.
2. Chalk and or painting of all necessary field markings prior to events.
3. All restrooms shall be cleaned by the Organization after each event and at the beginning and end of the park season between the months of April 1st and September 1st.
4. Responsible for opening and locking the restrooms during games and practices.
5. Cleaning and managing the concession area.
6. Following all the park rules including no smoking and no alcohol use within in park(s).
7. Maintaining all scoreboard and necessary ancillary.

THE CITY SHALL BE RESPONSIBLE FOR THE FOLLOWING:

1. Water, mowing, trimming, landscaping and chemical weed maintenance.
2. The startup and shut down of the irrigation system and watering.
3. Start up and winterization and season maintenance of all restrooms.

Any violation of the above outlined conditions shall force the city officials to close the access to the park until each condition or violation is met or rendered.

Agreed this day of _____

Adult & Co-Ed Softball Organization

City of Sidney

By: _____
President

By: _____
Public Works Director

By: _____
Mayor

SIDNEY YOUTH GIRLS SOFTBALL PROGRAM FACILITY/PARK USE AGREEMENT AT WATER TOWER PARK

This agreement dated, _____, by and between the City of Sidney, hereinafter referred to as the “City” and the Sidney Youth Girls Softball Program, hereinafter referred to as the “Program”.

The following conditions set forth below shall be strictly enforced by the “City” and in the same shall be strictly adhered to by the Program.

CONDITIONS REQUIRED BY THE CITY:

1. The Program shall provide the City Clerk a copy of the Program’s current liability insurance documentation annually, within 30 days of its renewal. No practices, events or games shall be allowed until such proof has been provided.
2. The Program shall provide the City a copy of the current officer’s names, addresses and contact information with the signed agreement.
3. All keys signed out shall be returned to the City no later than 30 days after the season ends. No paddle locks or extra locks of any kind on any door shall be installed. No copies of keys shall be allowed. A deposit for keys shall be required at the time of checkout and returned when all keys are returned.
4. No changes to park property shall be allowed without prior approval from the City. This includes signage, building, sprinkler system, electrical alterations.
5. All garbage, trash and loose debris shall be picked up daily and after each event and properly disposed of and in accordance to city ordinance. City concession areas shall be cleaned and cleared out at the end of the season.
6. Alcohol, tobacco and/or drugs of any kind are strictly prohibited on City park property. A permit for consumption of alcohol at a gathering may be applied for through the filling of an application in accordance with Title 6, Chapter 10, Section 4, of the Sidney City Code.

THE SIDNEY YOUTH GIRLS SOFTBALL PROGRAM SHALL BE RESPONSIBLE FOR THE FOLLOWING:

1. Drag and maintain the infields.
2. Chalk and or painting of all necessary field markings prior to events.
3. All restrooms shall be cleaned by the Program after each event and at the beginning and end of the park season between the months of April 1st and September 1st.
4. Responsible for opening and locking the restrooms during games and practices.
5. Cleaning and managing the concession area.
6. Following all the park rules including no smoking and no alcohol use within in park(s).
7. Maintaining all scoreboard and necessary ancillary.

THE CITY SHALL BE RESPONSIBLE FOR THE FOLLOWING:

1. Water, mowing, landscaping and chemical maintenance of weeds
2. The startup and shut down of the irrigation system.

3. Open and winterize the restrooms.

Any violation of the above outlined conditions shall force the city officials to close the access to the park until each condition or violation is met or rendered.

Agreed this day of _____

Sidney Youth Girls Softball Program

City of Sidney

By: _____
President

By: _____
Public Works Director

By: _____
Mayor

RICHLAND COUNTY BASEBALL COMMISSION BASEBALL AGREEMENT AT MOOSE & LYNDALE PARKS

This Agreement dated, _____, by and between the City of Sidney, hereinafter referred to as the City and the Richland County Baseball Commission, hereinafter referred to as the Commission.

The following conditions set forth below shall be strictly enforced by the city and in the same shall be strictly adhered to by the commission.

CONDITIONS REQUIRED BY THE CITY:

1. The commission shall provide the City Clerk a copy of the Commissions' current liability insurance documentation, annually, within 30 days of its renewal. No practices, events or games shall be allowed until such proof as been provided.
2. The commission shall provide the City/Park & Recreation Board a copy of the current officer's names, addresses and contact information with the signed agreement.
3. All keys signed out shall be returned to the City no later than 30 days after the season ends. No paddle locks or extra locks of any kind on any door shall be installed. A deposit for keys shall be required at the time of checkout and returned when all keys are returned.
4. No changes to park property shall be allowed without prior approval from the City. This includes signage, building, sprinkler system, and electrical alterations.
5. All garbage, trash and loose debris shall be picked up daily and after each and every event and properly disposed of and in accordance with city ordinance. City concession areas shall be cleaned and cleared out at the end of the season.
6. Alcohol, tobacco and/or drugs of any kind are strictly prohibited on City park property. A permit for consumption of alcohol at a gathering may be applied for through the filling of an application in accordance with Title 6, Chapter 10, Section 4, of the Sidney City Code.

COMMISSION RESPONSIBILITIES AT MOOSE, LYNDALE and WATER TOWER PARKS:

1. Vandalism to any portion of the park to include all ancillary and amenities shall be reported to the City/Park & Recreation Board immediately and if it is determined to be the responsibility of the commission, it shall be corrected by the commission in a timely manner and at the commission's expense.
2. Maintenance to all restrooms shall be completed by the commission on an annual basis to include painting and facility repairs.
3. All restrooms shall be cleaned by the commission after each event and at the beginning and end of the playing season between the months of April 1st, through August 15st.
4. All batting nets and bases shall be removed at the end of the season and stored indoors for the winter no later than August 15th of each year.
5. The City shall be responsible for all maintenance of the irrigation system of either park. No person of the commission shall modify or tamper with the irrigation system without prior written approval from the City.
6. No alterations of any building, fence or landscaping shall be completed by the commission without prior written approval from the City Park and Recreation Board or the City Council.

- 7. The Commission is responsible for maintaining all scoreboards and necessary ancillary.
- 8. \$4000 will be provided by the city for approved projects at both Lyndale and Moose Parks. Projects at either park must be approved by the Park and Rec Board prior to installations.

CITY RESPONSIBILITIES AT MOOSE AND LYNDALE PARK:

- 1. The City shall be responsible for all irrigation and mainline start-up and shut-down operations of the system. This shall be performed by city personnel only.
- 2. The City shall be responsible for all irrigation system maintenance of both Lyndale and Moose Parks.
- 3. The City shall be responsible for all mowing, trimming, weed chemical, fertilization and all other general maintenance of the parks.

Any violation of the above outlined conditions shall force the City/Park & Recreation Officials to close the park until each condition or violation is met or rendered.

Agreed this day of: _____

Richland County Baseball Commission

City of Sidney

By: _____
President

By: _____
Public Works Director

By: _____
Mayor

CITY OF SIDNEY
General Checklist

Season Start Date: _____ Season Ending Date: _____

Liability Insurance Provider: _____

Certificate of Insurance Provided: Yes, No.

List of Officers:

	Name	Address	Phone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

Facility Keys Check out; Yes, No.
(\$100.00 Deposit Required)

To: _____

Facility Keys Returned; Yes, No.

From: _____

Annual Financial Report Submitted; Yes, No, Not applicable.

Notes: _____

SIDNEY TRAP CLUB AGREEMENT

This agreement dated, _____, by and between the City of Sidney, hereinafter referred to as the "City" and the Sidney Trap Club, hereinafter referred to as the "Trap Club".

The following conditions set forth below shall be strictly enforced by the City and in the same shall be strictly adhered to by the Trap Club.

CONDITIONS REQUIRED BY THE CITY:

1. The Trap Club shall provide the City Clerk a copy of the Organization's current liability insurance documentation annually, within 30 days of its renewal. No practices, events or games shall be allowed until such proof has been provided.
2. The Trap Club shall provide the City a copy of the current officer's names, addresses and contact information with the signed agreement.

Any violation of the above outlined conditions shall force the city officials to close the access to the park until each condition or violation is met or rendered.

Agreed this day of _____

Sidney Trap Club

City of Sidney

By: _____
President

By: _____
Public Works Director

By: _____
Mayor

MEMORANDUM OF UNDERSTANDING THE CITY OF SIDNEY AND SIDNEY PUBLIC SCHOOLS

This agreement dated, _____, by and between the City of Sidney, hereinafter referred to as the "City" and the Sidney Public Schools, hereinafter referred to as the "SPS".

The following conditions set forth below shall be strictly enforced by the City and in the same shall be strictly adhered to by the Organization.

CONDITIONS REQUIRED BY THE CITY:

1. SPS shall provide the City Clerk a copy of the Organization's current liability insurance documentation annually, when renewed. No practices, events or games shall be allowed until such proof has been provided.
2. SPS shall provide the City a copy of the current Activities Director, School Principals, and coaches addresses and contact information with signed agreement.
3. All keys signed out shall be returned to the City no later than 30 days after the season ends. No paddle locks or extra locks of any kind on any door shall be installed. No copies of keys shall be allowed. A deposit for keys shall be required at the time of checkout and returned when all keys are returned.
4. No changes to park property shall be allowed without prior approval from the City. This includes signage, building, sprinkler system, electrical alterations.
5. All garbage, trash and loose debris shall be picked up daily and after each event and properly disposed of and in accordance to city ordinance. Concession areas shall be cleaned and cleared out at the end of the season.
6. The use of alcohol, tobacco or drugs of any kind is strictly prohibited. A permit for consumption of beer at a gathering may be applied for through the filing of an application in accordance with Title 6, Chapter 10, Section 4, of the Sidney City Code.
7. The above 6 conditions refer to use of the South Meadows Softball Complex for Girls fast Pitch Softball on Fields # 1 & 2, for use of the tennis courts for Physical Education classes, for use of Moose Park for Junior High Football, Veteran's Park for Middle School Lunch and recess and High School Fitness (horseshoe pits).

SPS SHALL BE RESPONSIBLE FOR THE FOLLOWING:

1. Drag and maintain the infields.
2. All restrooms shall be cleaned by SPS after each event during the high school softball season, typically mid-March – mid-May.
3. Responsible for opening and locking the restrooms during games and practices.
4. Cleaning and managing the concession area.
5. Following all the park rules including no smoking and no alcohol use within in park(s).

THE CITY SHALL BE RESPONSIBLE FOR THE FOLLOWING:

1. Water, mow and spray for weeds.

- 2. The startup and shut down of the irrigation system and watering.
- 3. Start up and winterization the restrooms.

Any violation of the above outlined conditions shall force the city officials to close the access to the park until each condition or violation is met or rendered.

Agreed this day of _____

Sidney Public Schools

By: _____
President

City of Sidney

By: _____
Public Works Director

By: _____
Mayor

SIDNEY GIRLS FAST PITCH SOFTBALL PROGRAM SOFTBALL & FACILITY USE AGREEMENT AT SOUTH MEADOW VILLAGE PARK

This agreement dated, _____, by and between the City of Sidney, hereinafter referred to as the "City" and the Sidney Girls Fast Pitch Softball Program, hereinafter referred to as the "Program".

The following conditions set forth below shall be strictly enforced by the City and in the same shall be strictly adhered to by the Program.

CONDITIONS REQUIRED BY THE CITY:

1. The Organization shall provide the City Clerk a copy of the Program's current liability insurance documentation annually, within 30 days of its renewal. No practices, events or games shall be allowed until such proof has been provided.
2. The Organization shall provide the City/Park Board a copy of the current officer's names, addresses and contact information with the signed agreement.
3. All keys signed out shall be returned to the City no later than 30 days after the season ends. No paddle locks or extra locks of any kind on any door shall be installed. No copies of keys shall be allowed. A deposit for keys shall be required at the time of checkout and returned when all keys are returned.
4. No changes to park property shall be allowed without prior approval from the City. This includes signage, building, sprinkler system, electrical alterations.
5. All garbage, trash and loose debris shall be picked up daily and after each event and properly disposed of and in accordance with city ordinance. City concession areas shall be cleaned and cleared out at the end of the season.
6. Alcohol, tobacco and/or drugs of any kind is strictly prohibited on City park property. A permit for consumption of alcohol at gatherings may be applied for through the filing of an application in accordance with Title 6, Chapter 10, Section 4 of the Sidney City Code.

THE SIDNEY GIRLS FAST PITCH SOFTBALL PROGRAM SHALL BE RESPONSIBLE FOR THE FOLLOWING:

1. Drag and maintain the infields.
2. Chalk and or painting of all necessary field markings prior to events.
3. All restrooms shall be cleaned by the Organization after each event and at the beginning and end of the park season between the months of April 1st and September 1st.
4. Responsible for opening and locking the restrooms during games and practices.
5. Cleaning and managing the concession area.
6. Following all the park rules including no smoking and no alcohol use within in park(s).
7. Maintaining all scoreboard and necessary ancillary.

THE CITY SHALL BE RESPONSIBLE FOR THE FOLLOWING:

1. Water, mowing, landscaping and chemical weed maintenance.
2. The maintenance of, startup and shut down of the irrigation system.

- 3. Start up and winterization and season maintenance of all restrooms.

Any violation of the above outlined conditions shall force the city officials to close the access to the park until each condition or violation is met or rendered.

Agreed this day of _____

Sidney Girls Fast Pitch Softball Program

By: _____
President

City of Sidney

By: _____
Public Works Director

By: _____
Mayor

SIDNEY TACKLE FOOTBALL

SIDNEY TACKEL FOOTBALL PROGRAM AGREEMENT AT LYNDALE PARK

This agreement dated, _____, by and between the City of Sidney, hereinafter referred to as the “City” and Sidney Tackle Football program, hereinafter referred to as the “Program”.

The following conditions set forth below shall be strictly enforced by the city and in the same shall be strictly adhered to by the Program.

CONDITIONS REQUIRED BY THE CITY:

1. The Organization shall provide the City Clerk a copy of the Organization’s current liability insurance documentation annually, within 30 days of its renewal. No practices, events or games shall be allowed until such proof has been provided.
2. The Organization shall provide the City a copy of the current officer’s names, addresses and contact information with the signed agreement.
3. All keys signed out shall be returned to the City no later than 30 days after the season ends. No paddle locks or extra locks of any kind on any door shall be installed. No copies of keys shall be allowed. A deposit for keys shall be required at the time of checkout and returned when all keys are returned.
4. No changes to park property shall be allowed without prior approval from the City. This includes signage, building, sprinkler system, electrical alterations.
5. All garbage, trash and loose debris shall be picked up daily and after each event and properly disposed of and in accordance to city ordinance. City concession areas shall be cleaned and cleared out at the end of the season.
6. Alcohol, tobacco or drugs of any kind is strictly prohibited on City park property. A permit for consumption of alcohol at a gathering may be applied for through the filing of an application in accordance with Title 6, Chapter 10, Section 4, of the Sidney City Code.

SIDNEY TACKLE FOOTBALL PROGRAM SHALL BE RESPONSIBLE FOR THE FOLLOWING:

1. All restrooms shall be cleaned by the Program after each event and at the beginning and end of the park season between the months of August 1st and November 1st.
2. Responsible for opening and locking the restrooms during games and practices.
3. Cleaning and managing the concession area.
4. Following all the park rules including no smoking and no alcohol use within in park(s).
5. Remove all practice ancillary at the end of each practice.

THE CITY SHALL BE RESPONSIBLE FOR THE FOLLOWING:

1. Water, mowing, landscaping and chemical weed maintenance.
2. The maintenance of, startup and shut down of the irrigation system.
3. Start up and winterization and season maintenance of all restrooms.

Any violation of the above outlined conditions shall force the city officials to close the access to the park until each condition or violation is met or rendered.

Agreed this day of _____

Sidney Tackle Football

City of Sidney

By: _____
President

By: _____
Public Works Director

By: _____
Mayor

SIDNEY TIGERSHARK SWIM TEAM

SWIMMING & FACILITY USE AGREEMENT AT SVARRE POOL/PARK

This agreement dated, _____, by and between the City of Sidney, hereinafter referred to as the "City" and the Sidney Tigersharks Swim Team, hereinafter referred to as the "Swim Team".

The following conditions set forth below shall be strictly enforced by the city and in the same shall be strictly adhered to by the Swim Team.

CONDITIONS REQUIRED BY THE CITY:

1. The Organization shall provide the City Clerk a copy of the Swim Team's current liability insurance documentation annually, within 30 days of its renewal. No practices, meets or events shall be allowed until such proof has been provided.
2. The Swim Team shall provide the City a copy of the current officer's names, addresses and contact information with the signed agreement.
3. All keys signed out shall be returned to the City no later than 30 days after the season ends. No paddle locks or extra locks of any kind on any door shall be installed. No copies of keys shall be allowed. A deposit for keys shall be required at the time of checkout and returned when all keys are returned.
4. No changes to park property shall be allowed without prior approval from the City. This includes signage, building, sprinkler system, electrical alterations.
5. All garbage, trash and loose debris shall be picked up daily and after each event and properly disposed of and in accordance to city ordinance. City concession areas shall be cleaned and cleared out at the end of the season.
6. Alcohol, tobacco or drugs of any kind is strictly prohibited on City park property. A permit for consumption of alcohol at a gathering may be applied for through the filing of an application in accordance with Title 6, Chapter 10, Section 4 of the Sidney City Code.

THE SWIM TEAM SHALL BE RESPONSIBLE FOR THE FOLLOWING:

1. The City must be provided copies and design changes for a new dock before production begins to verify changes are compatible with existing gutter system. All new dock equipment shall be certified for use and load limitations by a licensed MT engineer before use. No equipment may be placed at the Svarre Municipal Pool without the prior consent of the City Council, City Representative and Pool Manager.
2. The Swim Team organization shall continue to fund raise annually toward a new dock structure and funds raised shall be included with the yearly agreement. (2021 shall be the final year the existing dock structure will be allowed for use.)
3. When the existing dock is used for swim meets, Sidney Swim Team coaches and parents must restrict the number of people on the dock to prevent further damage to the pool

deck and for the safety of people on the dock. Only swimmers and officials who must use the dock should be permitted on the dock.

- 4. All Pool rules need to be followed during swim team practices and events.
- 5. Removal of ladders and handicapped steps is prohibited.
- 6. Blankets need to be rolled onto reels in the correct manner and properly stored.
- 7. Gate at the south end of the pool needs to be closed during swim practice.
- 8. The swim team will be responsible for any maintenance required and upkeep of the concessions area.
- 9. End of season cleaning of the concessions facility and storage of any swim team equipment.

THE CITY SHALL BE RESPONSIBLE FOR THE FOLLOWING:

- 1. The City will prepare the building and pool in the spring.
- 2. The City will drain all water lines in the fall.
- 3. General maintenance of all park facilities and grounds.
- 4. All altercations to any of the facilities, building, fences and grounds.

Any violation of the above outlined conditions shall force the city officials to close the access to the pool until each condition or violation is met or rendered.

Agreed this day of _____

Sidney Tigershark Swim Team

City of Sidney

By: _____
President

By: _____
Public Works Director

By: _____
Mayor

2021 Swim Pass Costs

Individual Pass (with Lessons): \$50.00

Individual Pass (without Lessons): \$40.00

Family Pass (4 people-with Lessons): \$175.00 (Each Additional Member: \$25.00)

Family Pass (4 people-without Lessons): \$150.00 (Each Additional Member:
\$20.00)

Day Pass: \$5.00 for entire facility

Vacation Pass (10 uses): \$40.00

Bulk Pass (10 Vacation Passes bought at once): \$350.00

(All passes would include entire facility, splash deck only is free of cost)

All passes will have an emergency contact form completed and signed.

**Swim Lesson Sign-ups will be June 1st to 4th, during open swim hours
At the Svarre Pool.**

Budget

	Revenue	Operations Expenditures	Capital Expenditures	Difference
FY18-19	\$ 36,271.88	\$ 82,736.36	\$ 3,250.00	\$ (49,714.48)
FY19-20	\$ 31,882.27	\$ 89,225.91	\$ 32,942.93	\$ (90,286.57)
FY20-21	\$ 43,826.56	\$ 140,431.11	\$ 188.00	\$ (96,792.55)
FY21-22 YTD	\$ 9,710.00	\$ 63,138.55	\$ -	\$ (53,428.55)

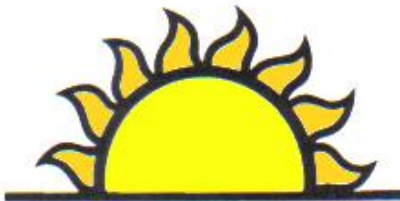
Pass Costs

	Individual	Individual with lessons	Family Pass of 4	Family Pass with lessons	Vacation Pass (10 uses)	Splash Deck Vac. Pass (25)	Session Pass Pool	Session Pass Splash Deck	Bulk Pass (10 Vac. Passes)
FY18-19	\$ 50.00	NA	\$ 175.00	NA	\$ 40.00	\$ 20.00	\$ 5.00	\$ 1.00	\$ 350.00
FY19-20	\$ 50.00	NA	\$ 175.00	NA	\$ 40.00	\$ 20.00	\$ 5.00	\$ 1.00	\$ 350.00
FY20-21	\$ 50.00	\$ 40.00	\$ 160.00	\$ 175.00	\$ 40.00	\$ -	\$ 5.00	\$ -	\$ 350.00
FY21-22 YTD	\$ 50.00	\$ 40.00	\$ 150.00	\$ 175.00	\$ 40.00	\$ -	\$ 5.00	\$ -	\$ 350.00

(no chrg for splash deck started in 2020) (became DAY pass in 2020)

SPECIAL EVENT PERMIT APPLICATION

CITY OF SIDNEY



MONTANA'S SUNRISE CITY
115 SECOND STREET SOUTHEAST
SIDNEY, MT 59270
406-433-2809

MAYOR
RICK NORBY
ALDERMEN:
FIRST WARD
BRYAN GARTNER
KEN KOFFLER
SECOND WARD
KYSA RASMUSSEN
KALI GODFREY
THIRD WARD
TAMI CHRISTENSEN
JANET SERGENT

CITY CLERK/TREASURER
JESSICA CHAMBERLIN
DIRECTOR OF PUBLIC WORKS
JEFF HINTZ
CHIEF OF POLICE
MARK KRAFT
CITY ATTORNEY-KALIL LAW FIRM
THOMAS KALIL
DEPUTY CITY CLERK/TREASURER
BREEANN MESSER

WATER COMMISSIONER
JASON ELLETSON

APPLICANT INFORMATION

NAME OF ORGANIZATION: _____

APPLICANT NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ CELL: _____ EMAIL: _____

ORGANIZATION/EVENT WEBSITE: _____

MANAGER ON SITE DAY OF EVENT: _____

PHONE: _____ CELL: _____ EMAIL: _____

EVENT INFORMATION

EVENT TITLE: _____

EVENT TYPE: RUN/WALK RALLY PARADE FAIR
 WEDDING REUNION CONCERT OTHER

IF OTHER, PLEASE SPECIFY: _____

PARK(S) REQUESTED: _____

LOCATION(S) IN PARK REQUESTED (BE SPECIFIC): _____

EVENT DATE: _____ EVENT START TIME: _____ EVENT END/TEAR DOWN: _____

EVENT DETAILS

EVENT DESCRIPTION: _____

PLEASE ATTACH ADDITIONAL SHEETS AS NECESSARY, INCLUDING PLANS, DRAWINGS, MAPS, ECT

PLEASE INDICATE WHETHER THE FOLLOWING ITEMS PERTAIN TO YOUR EVENT:

- | YES | NO | |
|-------|-------|--|
| _____ | _____ | FOOD CONCESSION AND/OR FOOD PREPARATION AREA(S)
(IF YOU NEED TO COOK FOOD IN THE EVENT AREA) |
| _____ | _____ | FIRST AID FACILITY (IES) AND AMBULANCE(S) |
| _____ | _____ | WILL YOU SET UP TABLES(S) AND/OR CHAIRS, HOW MANY? |
| _____ | _____ | FENCING, BARRIERS, AND/OR BARRICADE(S) |
| _____ | _____ | DOES YOUR EVENT REQUIRE ELECTRICITY? SOURCE: |
| _____ | _____ | BOOTH(S), EXHIBITS(S), DISPLAY(S) AND/OR ENCLOSURE(S) |
| _____ | _____ | TENT(S) PLEASE INCLUDE NUMBER OF AND DIMENSIONS: |
| _____ | _____ | SCAFFOLDING, BLEACHER(S), PLATFORMS(S), GRANDSTANDS(S), OR RELATED STRUCTURE(S) |
| _____ | _____ | VEHICLE, AND/OR DUMPSTER(S) ABOVE THE ALREADY PROVIDED |
| _____ | _____ | PORTABLE TOILETS(S) IF YES PLEASE INDICATE COMPANY PROVIDING UNITS: |
| _____ | _____ | USE OF THE VETERAN’S PARK PAVILION SOUND SYSTEM/ELECTRICITY? (\$25.00 FEE FOR USE) |
| _____ | _____ | STAGE(S) PLEASE INCLUDE DIMENSIONS IF PROVIDING OWN: |
| _____ | _____ | ENTRAINMENT PLEASE DESCRIBE: |
| _____ | _____ | INFLATABLE DEVICE(S), AMUSEMENT(S), RECREATIONAL ACTIVITIE(S) |
| _____ | _____ | BANNER(S) |
| _____ | _____ | WILL THE EVENT BE ADVERTISED? HOW? |
| _____ | _____ | AMPLIFIED SOUND? IF YES PLEASE INDICATE: START TIME: END TIME: |
| _____ | _____ | WILL ALCOHOL BE SERVED ON SITE: IF YES, PLEASE RESPOND TO THE FOLLOWING? |

AREA WHERE ALCOHOL WILL BE SERVED (BE SPECIFIC, ATTACH MAP IF NECESSARY:

DATE/TIME THAT ALCOHOL WILL BE SERVED: _____

DESCRIBE HOW ALCOHOL AREA WILL BE SERVED: _____

DESCRIBE HOW ALCOHOL AREA WILL BE MARKED AND APPROPRIATELY CONTAINED:

ANY ALCOHOL USE IN THE PARKS REQUIRES ADDITIONAL APPLICATOIN VIA THE CITY POLICE DEPARTMENT, AND A DEPOSIT TO BE REFUNDED WHEN PARK IS INSPECTED FOR CLEAN-UP

INSURANCE INFORMATION

INSURANCE CARRIER: _____

CONTACT INFORMATION: _____

INSURANCE REQUIREMENTS

The vendor agrees to furnish the city a certificate of liability insurance from their entity providing liability insurance coverage that also identifies the city as an additional insured on the certificate of liability insurance coverage limits at a minimum shall provide liability insurance coverage in accordance to Montana State statute, section 2-9-108 MCA of \$750,000 for each claim and \$1.5 million for each occurrence. The certificate of insurance shall also provide that the insurance coverage shall not be amended, altered, canceled, or reduced without providing at least **ten (10) day** advance written notice to both the insured as well as to the city.

Please read and acknowledge with your **initials** your responsibility (if applicable) for the following:

- _____ Garbage/recycling receptacles and regular removal
- _____ Sanitary disposal of human waste
- _____ Emergency services/first aid on site
- _____ Private security (if deemed necessary)
- _____ Law enforcement as required by law enforcement officials
- _____ Proof of responsible beverage services and sales training for individuals involved with the sale of alcohol
- _____ Proof of liability insurance in the amounts of \$750,000 per claim and \$1.5 million per occurrence which limits are set forward in the Montana Tort Claims Act, M.C.A. 2-0-108, with said insurance policy naming the city of Sidney as an additional insured during the time of the special event including setup and teardown. (if not waived)
- _____ To pay extraordinary costs incurred (if required)
- _____ Sign defense/indemnity agreement (if required)

FURTHER INFORMATION

ADDITIONAL CONDITIONS REQUIRED BY THE CITY:

1. The organization, when required, shall provide the City Clerk a copy of the organization's current liability insurance documentation, no later than **one (1) week** prior to the use of the park or event.
2. All keys signed out shall be returned to the city no later than **five (5) days** after the completion of the event. No paddle locks or extra locks of any kind on any door shall be installed. A deposit may be required by the city at the time of signing out the keys, to be returned when all keys are returned.
3. No major changes or regulatory sign removal shall be allowed to the park property without the prior approval from the city/park and recreation board.
4. All garbage, trash and loose debris shall be picked up daily, after each event and properly disposed of in accordance to city ordinance.
5. Concession areas, if used, shall be thoroughly cleaned out by the organization within **two (2) days** after the completion of the event.
6. Alcohol, tobacco and drugs are strictly prohibited in the park areas. Special permits for alcohol can be obtained via the City of Sidney Police Department, and a deposit will be required.
7. All park rules shall be followed at all times.

AFFIDAVIT OF APPLICATION

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies and rules and regulations listed on this form as they pertain to the requested usage, and all city ordinances that would apply. By signing this application, the applicant agrees to follow all rules and regulations. The permit if granted, is not transferable and is revocable at anytime at the absolute discretion of the city.

NAME OF APPLICANT: _____
(PLEASE PRINT)

SIGNATURE: _____ DATE: _____

FOR OFFICAL USE ONLY

DEPOSIT: YES NO

AMOUNT OF DEPOSIT: _____ DATE PAID: _____

ALCOHOL PERMIT GRANTED BY CITY POLICE DEPARTMENT: NO YES (IF YES, PLEASE ATTACH)

REVIEWED AND APPROVED WITH RECOMMENDATIONS ATTACHED BELOW:

CITY CLERK DATE

PUBLIC WORKS DIRECTOR DATE

CHIEF OF POLICE DATE

SPECIAL CONDITIONS TO INCLUDE ON PERMIT:

LIABILITY INSURANCE REQUIRMENT WAIVED: YES NO
DEFENSE/INDEMNITY AGREEMENT REQUIRED: YES NO

PERMIT ISSUED: _____ (INITIALS) DATE: _____

INSURANCE CERTIFICATE (PROVIDED IF APPLICABLE)
INCLUDING ADDITIONAL INSURED ENDORSEMENT, PROVIDED, IF APPLICABLE: _____(INITIALS)

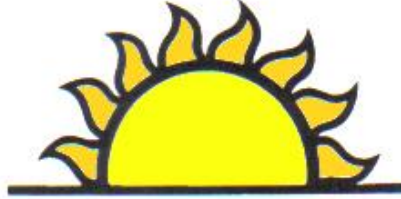
DEFENSE/INDEMNITY AGREEMENT SIGNED (IF APPLICABLE): _____(INITIALS)

ALL FINES AND DEPOSIT(S) HAVE BEEN PAYED. EVENT FOLLOWS CITY POLICIES AND PARK(S) REGULATION.
EVENT HAS BEEN APPROVED TO PROCEED.

CITY CLERK DATE

Mayor
RICK NORBY
Aldermen:
First Ward
BRYAN GARTNER
KEN KOFFLER
Second Ward
KYSA RASMUSSEN
DAN SMITH
Third Ward
TAMI CHRISTENSEN
JANET SERGENT

City of Sidney



Montana's Sunrise City
115 Second Street Southeast
Sidney, MT 59270
406-433-2809

City Clerk/Treasurer
JESSICA REDFIELD
Director of Public Works
JEFF HINTZ
City Attorney-Pippin Law Firm
Thomas Kalil
Kaitlin Decrescente
Deputy City Clerk/Treasurer
BREEANN MESSER
Utilities Manager
GREG ANDERSON
Water Commissioner
JASON ELLETSON

City of Sidney Park Use Defense/Indemnification Agreement

Vendor shall agree to indemnify, protect, defend, save and hold harmless the City, its officers, employees, agents, and volunteers from and against any and all liability, claims, suits, and causes of action for death or injury to persons, or damage to property, resulting from intentional or negligent acts, errors, or omissions of Vendor or resulting from any violation of any federal, state, or municipal law or ordinance, the extent caused, in whole or in part, by the willful misconduct, negligent acts, or omissions of Vendor, which occurs related to the actions or activities of the Vendor. The Vendor further agrees to waive all claims against the City on account of any loss, damage or injury from whatever cause which may occur to it and its property in the use and occupancy of said described premises, the giving of this waiver being one of the considerations upon which this Agreement is granted.

COVID-19 PARTICIPATION WAIVER

I hereby certify, that to the best of my knowledge, neither I, nor a member of my household with whom I live or any other person with whom I am in close contact:

1. Has experienced any cold or flu-like symptoms in the previous 14 days, including but not limited to, fever, cough, sore throat, respiratory illness, or difficulty breathing
2. Is currently diagnosed with COVID-19
3. Has a pending COVID-19 test
4. Is currently under quarantine due to COVID-19 concerns
5. Has had contact in the previous 14 days with someone diagnosed with COVID-19 or any person who has had contact with someone diagnosed with COVID-19
6. Has traveled in the previous 14 days to anywhere designated as having widespread ongoing transmission of COVID-19 by the Centers for Disease Control

I further understand that I, or any participant in my event, may contract COVID-19 while engaging in the use of the facilities and parks of the City of Sidney. I hereby waive and release the City of Sidney and their agents and employees, from any and all liability that may arise from the voluntary participation of myself or my guests in this activity.

Event Name (Vendor): _____

Event Date: _____

Event Manager Name: _____

Event Manager Signature

Date

Witness

Date