



1007 McKinley Avenue  
Kellogg, ID 83837  
Phone (208) 786-9131  
Fax (208) 784-1100

## ACTIVITY & FACILITY RESERVATION REQUEST FORM

Activity Request and Questions must be sent to : [kelloggcity@kellogg.id.gov](mailto:kelloggcity@kellogg.id.gov)

Requester's Name: \_\_\_\_\_ Today's Date \_\_\_\_\_

Contact Name & Information: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**\*make sure to include time for setup and clean up\***

Number of People Expected at Event : \_\_\_\_\_

Facility Requested (*Please Circle One*):

**Scout House is for Day Use only and event needs to be completed by 9:00 pm**

ODDFELLOWS    GAZEBO    SCOUT HOUSE    OTHER: \_\_\_\_\_  
Maximum Occupancy: 49

Type of Event (*Please Circle One*):

PICNIC    WEDDING    FAMILY REUNION    CLASS REUNION    BOY/GIRL-SCOUTS  
PARADE (SEE NOTE)    OTHER: \_\_\_\_\_

**NOTE: Parades Require City Council Approval, City Council Meets 2<sup>nd</sup> Wednesday Of Each Month.**

Narrative of Activity: \_\_\_\_\_

### City Support Requested

Public Works Department: \_\_\_\_\_

Police Department: \_\_\_\_\_

Shoshone Fire District #2: Applicant needs to contact Shoshone Fire District 2 at (208)784-1188

WILL ALCOHOL BE SERVED    \* YES \_\_\_\_\_    NO \_\_\_\_\_

(\*if yes, an alcohol permit form is required. Alcohol permit authorizes the consumption of alcoholic and malt beverages at the address or location of the event in the City Park. The permit applicant shall strictly adhere to the requirements imposed by the City Council and with the state statutes, particularly those dealing with the persons under the age of twenty one (21) years of age and consumption of alcoholic liquor or malt beverages.)

Key Pick up: 8:00am to 3:30pm

Key Return: Immediately after event in Drop Box - No Later than 8:00am following business day

**Reservation Conditions and Rules:**

- This activity request needs to be submitted to Kellogg City Hall at least fifteen (15) working days prior to the date of activity.
- Parades require City Council approval. City Council meets the 2<sup>nd</sup> Wednesday of each month. **Keep this in mind if you are planning for a parade.**
- **Concerts, fundraisers or commercial ventures require a special permit and approval from City Council.**
- An activity is added to the calendar when the completed application has been received in our office. **We will not hold spaces or “pencil-in” reservations.**
- This application **does not** cover the **sale** of food, alcohol or other products unless the City has given approval with a catering permit.
- No alcohol is to be **consumed** in the park without an alcohol permit.
- No pets or overnight camping **and** no parking on the grass or bike trail (including loading and unloading).
- You may add decorations **but NO staples, nails or screws are allowed.** All decorations must be removed at the close of the event.
- To protect irrigation and electrical lines; the location of tent stakes, fun jumps, or anything needing to be secured to the ground **MUST BE APPROVED** by the Public Work Superintendent **prior to set-up.** Please contact Kellogg City Hall at (208) 786-9131.
- If you have any issues on the day of your event, contact Kellogg City Hall at (208) 786-9131. Our office is open Monday-Friday from 8:00 am to 4:00 pm with exception of holidays. If your event is during the hours our office is closed, contact the on duty Kellogg police officer by calling the Shoshone County Dispatch at (208) 556-1114, select option 1.
- When reserving the Scout House, there will be a **Daily Rental Charge of \$75.00 as well as a refundable \$50.00 key / cleaning deposit. Maximum occupancy for the Scout House is 49 people. The key must be picked up M-F 8:00am - 3:30pm.** The key is required to be returned to the Kellogg City Hall drop box **immediately** after your event, **NO LATER THAN 8:00am the following business day.** The Scout House will be examined within 5 business days by the City, prior to any refund being returned the following matters must be taken care of:
  1. The Scout House key has been returned in a timely manner as listed above.
  2. The Scout House has been cleaned and no debris has been left behind.
  3. The Scout House has been returned to its previous state and no damage has occurred.
- The Scout House Key and any portion of the refundable deposit will only be given to the person listed on the activity request.
- Please be specific about your activity/event. If applicable; attach a poster or flyer for the event.
- After submitting this form, if there are any changes, please notify the City, in writing, as soon as possible.

**For trolley use please request separate conditions and rules:**

- THE TROLLEY MAY BE AVAILABLE FOR CIVIC USE ONLY AND NOT PRIVATE FUNCTIONS.

**I have read and understand the conditions set forth in this activity request and accept full responsibility for my reservation/activity.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**FOR CITY STAFF USE:**  
**SCOUT HOUSE KEY CHECK-OUT**

DEPOSIT:    Y    N    CASH

KEY CHECK OUT: \_\_\_\_\_ KEY RETURN \_\_\_\_\_

EXAMINED BY: \_\_\_\_\_ APPROVED BY \_\_\_\_\_

DEPOSIT REFUNDED: \_\_\_\_\_