

## Outdoor Recreation Boat House Reservation Form

Name and Status \_\_\_\_\_ Phone Number \_\_\_\_\_

Duty Phone Number \_\_\_\_\_ Secondary Number \_\_\_\_\_

Organization (If applicable) \_\_\_\_\_

Email Address \_\_\_\_\_

Requested Pickup date \_\_\_\_\_ Requested Drop-off date \_\_\_\_\_

Purpose and Date of the Event \_\_\_\_\_

**BOAT HOUSE KEY MUST BE RETURNED BY THE DATE AGREED UPON OR A LATE FEE OF \$10 WILL BE APPLIED PER DAY AFTER AND MAY RESULT IN A LOSS OF PRIVILEGES.**

1. You are authorized to use the boat house facility only on the date agreed upon. Guests will keep all gates closed while not in use. All gates must be locked after each vehicle or group passes through. If gates are found to be open and unattended, access privileges will be revoked.
2. The boat house is available for use from 0600-2200 on the date requested. **No overnight stays in the boat house facility are permitted.**
3. **The boat house is available on a first come first serve basis.**
4. **The key is for the access to the boat house only.** If you would like to have access to the dock you must see an ODR staff member and rent the key, for \$1 per person per day.
5. **Patrons are only allowed to have the key for 2 business days. Key are to be returned the next business day by 1:00 pm. (This is on a case by case basis)**
6. Fires are prohibited. (Excluding in BBQ pits)

7. The sponsor must be present at the boat house area with his/her guests at all times. Sponsors must be in possession of this letter at all times and will present it upon demand to any Law Enforcement Officer, requesting presentation. If you are directed to evacuate the boat house area by any Law Enforcement Officer, you must do so via the most expedient route or as directed.
  
8. Please advise Outdoor Recreation at 805-606-5908 if you are unable to utilize the boat house on your scheduled date. This will enable us to release it to other parties who may be waiting.
  
9. Access to the boat house may be restricted at any time due to mission requirements and other unforeseen circumstances beyond our control. If Outdoor Recreation receives word that a conflict arises restricting access to the boat house you will be notified as soon as possible.
  
10. The boat house does have running water and working bathrooms. The bathrooms must be clean upon your departure.
  
11. **OFFICIAL FUNCTION RESERVATION TAKES PRIORITY OVER PERSONAL USE.** If a conflict arises where an official function event is partaking on the date of personal use reservation is subjected to cancellation.
  
12. **Use of the boathouse is limited to two visits per year per family.**

Point of Contact Signature and Date \_\_\_\_\_

30 FSS/FSCO Signature and Date \_\_\_\_\_