



## Facility Rental Guidelines

### Section 1. Reservation Policies

- A) Use of City facilities requires a permit from the Parks and Recreation Department. The Parks and Recreation Department shall be responsible for determining the appropriateness of each request based on the following criteria:
  - 1) Size of the event
  - 2) Appropriate use of facility requested
  - 3) Timing (date/day/hours) requested in relation to other events scheduled.
  - 4) Organization's ability to provide the support, deemed necessary by the Department, to conduct the events.
- B) Any use request may be referred to the City Commission. Requests may be denied based on its potential overload of the park or facility or the negative effect it may have on the adjacent property owners or citizens at large.
- C) Dodge City Parks and Recreation reserves the right to refuse reservations considered to be a conflict of interest with other activities already offered by the Parks and Recreation Department.
- D) Reservations are not accepted more than three (3) months in advance without prior approval of the Director of Parks and Recreation. Any reservation made more than three months in advance is subject to revision to accommodate Parks and Recreation programs and activities.
- E) Fees and charges to cover the rental of a facility and costs to the City are established by resolution and adopted by the City Commission.
- F) Payments and Refunds
  - 1) Deposits are required to confirm a reservation and are due at the time a reservation is made.
  - 2) Fees must be paid in full at least two (2) weeks prior to the event. If payment is not received by the due date, the reservation will be removed from the calendar and opened on a first come first serve basis. Long term or continuous events may be set up on weekly or monthly payments with the approval of the Director of Parks and Recreation.
  - 3) Cancellations or additions to a reservation contract must be made **at least** two (2) weeks prior to the event. Deposits will be retained on any reservation cancelled less than two weeks prior to the event.
  - 4) Refunds of deposits can be returned no earlier than noon the first working day following the event.
- G) Reservation times must include time the facility is to be opened for setup and includes take down and clean-up. Additional charges may be rendered for Parks and Recreation Staff setup and take down.

- H) The organization and/or the person who's signature appears on the reservation contract shall be responsible for any and all damages to the park or facility and shall inform the membership or participants of City's policies and regulations regarding their use. A performance bond and/or financial deposit may be required to cover damages and/or extra maintenance if determined necessary by the Department.
  - 1) The facility will be inspected following an event and if left in a satisfactory condition the deposit will be returned.
  - 2) In the event the cost of repairs or cleaning is greater than the deposit amount, the tenant shall be responsible for the total cost of needed cleaning or repairs and will be charged accordingly.
- I) A certificate of insurance may be required depending on the type of activity to name the City of Dodge City as additionally insured in the minimum amount of \$500,000 combined single limits for property damage and bodily injury.
- J) Questions or concerns dealing with facility reservations may be directed to the Parks and Recreation office located in the Sheridan Activity Center at 240 San Jose, Monday through Friday from 8:00 am to 5:00 pm.

## **Section 2. General Rules and Regulations**

- A) All tenants agree to abide by policies and regulations of the Parks and Recreation Department and City Codes. Fire code room capacities shall be observed at all times.
- B) No event will be allowed to continue past 12:00 a.m. without prior approval from the Director of Parks and Recreation.
- C) The Director of Parks & Recreation or his designee has the authority to cancel a reservation at any time due to an unruly crowd or destruction of property. The renter is responsible for the control of those attending an event. Failure of a renter to provide appropriate control of attendee's shall be grounds for terminating the event and forfeiture of all fees and deposits.
- D) Decorations
  - 1) All decorations must be approved by Parks & Recreation staff.
  - 2) Decorating must be completed within the rental period and must be taken down immediately upon completion of the activity.
  - 3) Use of tape including scotch tape, duct tape, etc., thumbtacks, nails, and pins for securing decorations is prohibited and their use may result in forfeiting of deposits.
  - 4) Approved materials for securing decorations include poster putty, zip ties, painters tape and other non-marring materials.
- E) All waste materials are to be placed in receptacles. Chairs, tables, and equipment are to be left as found. Table tops should be wiped clean of all beverages and food. Kitchen areas must be left clean.
- F) City facilities maintain a limited supply of tables and chairs available for use during a reservation. If additional tables and chairs are required from other locations rental charges shall be \$5 per table and \$1 per chair.
- G) Smoking is not permitted inside any City building or facility.
- H) Any rule or regulation set forth is subject to change at any time after review by the Parks and Recreation Department.

### **Section 3. Consumption and Service of Alcohol**

- A) As provided in ordinance 3346, the service or consumption of alcohol is generally prohibited at City facilities and on public property except for the following:
  - 1) Consumption and service of alcohol is permitted at the following facilities provided the event is private or for banquets and dinners sponsored by not-for-profit civic clubs and organizations.
    - (i) Hoover Pavilion
    - (ii) Mariah Hills Clubhouse Banquet Room
    - (iii) Dodge City Civic Center
- B) Other Rules
  - 1) Alcoholic or Cereal Malt Beverages cannot be served to minors. Users must assume responsibility for determining age.
  - 2) Alcoholic or Cereal Malt Beverages must not be visible from outside or be taken outside building nor assessable to the general public.
  - 3) Users must assume responsibility to see that guests do not become intoxicated.