

# **RULES AND REGULATIONS REGARDING FACILITY USAGE**

## **APPLICATION FOR FACILITY USE**

Group leader or authorized representative shall complete a facility request form, photocopy the signed copy on behalf of the applicant and return the original copy to the Recreation Commission.

### **WHILE USING A COMMUNITY CENTER FACILITY/FIELD, NO PERSON SHALL:**

- Disfigure or remove any park property
- Consume or have in their possession alcoholic beverages
- Litter the facility grounds
- Park vehicles in other than designated areas
- Bring or have in possession fireworks and/or explosives
- Build or attempt to build fires in areas with exception of barbecue grills
- Conduct themselves in disorderly fashion
- It is the responsibility of the individual/organization to remove decorations or signage of any kind. They are to be taken down and removed from the facility immediately following the conclusion of each meeting or activity. Nails, hooks, certain adhesives or tacks of any kind are not permitted when placing decorations or signage due to the risk of damage and or staining to walls, doors, etc.
- The commission shall require that all uses of recreation department facilities comply with policies of this commission and the rules and regulations of this city. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by such rules where it is required unless waived by the Superintendent, Commission or Mayor and Council.
- Authorization for use of department facilities shall not be considered as endorsement of or approval of the activity, person, group, or organization nor the purposes they represent. Proper age appropriate supervision must be provided by the user at all times. User is responsible for all damage to premises and equipment.

**VIOLATION OF ANY OR ALL OF THE ABOVE RULES WILL RESULT IN DENIAL OF FUTURE FACILITY REQUESTS.**

### **RESPONSIBILITIES OF THE PERMIT HOLDER/SCHOOL ADMINISTRATOR**

- To relinquish use of facility at stated time on permit
- To have a copy of original approval readily available for display upon request
- To be aware of City ordinances and abide by them
- To make sure all teams are cleaning up after themselves and taking care of facility property.