



CITY OF WATERVILLE

USE REGULATIONS FOR THE CONRAD PARK RECREATION BUILDING

The City of Waterville has adopted the following regulations governing the use of the Conrad Park Recreation Building. **Please note that the building is NOT air conditioned.**

These regulations are not designed to discourage the use of the building or to lessen the pleasure of those using it, but rather to insure that all users will find it a pleasant building and will not be denied full enjoyment because of a few careless and thoughtless individuals.

I. RESERVATIONS

- a. Reservations can be made Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. excluding holidays at the Municipal Building, 25 N. Second St.
- b. Forms are provided (www.waterville.org) for making reservations and must be completed and signed by the person in charge of and responsible for the group using the building.
- c. Reservations are accepted one year in advance by the month. As an example, if you would like to reserve the building for a date in July 2019, you could make a reservation anytime after July 1, 2018.
- d. Building rental to groups primarily involving minors is restricted to non-profit organizations only. A list of the names of adult chaperones must accompany the application with a ratio of at least one (1) adult per fifteen (15) minors.

II. RENTAL FEES

- a. All individuals/groups using the building shall pay a rental fee and a deposit in accordance with the following.

| <u>City Resident</u> | <u>Waterville Non-Profit Community Groups</u> | <u>Non-Resident or Outside Non-Profit or Community Group</u> |
|--|---|--|
| \$50.00 per day (Monday through Thursday) | \$25.00 per day (Monday through Thursday) | \$75.00 per day (Monday through Thursday) |
| \$90.00 per day (Friday through Sunday) | \$45.00 per day (Friday through Sunday) | \$135.00 per day (Friday through Sunday) |
| +\$150.00 - Deposit | +\$150.00 - Deposit | \$150.00 - Deposit |

- b. All rental fees must be paid at the time of application in order to hold the reservation (no exceptions). **Cancellations prior to the desired date shall result in forfeiture of the entire rental fee.**
- c. The deposit must be paid 30 days prior to the reservation date. If the deposit is not paid, the rental fee shall be forfeited and the reservation cancelled.

III. HOURS OF OPERATION

The Conrad Park Recreation Building will be available for rental daily between the hours of 8:00 a.m. and 1:00 a.m. (defined as a "day" for the purpose of building rental). Set up and take down/clean up time is included within the specified rental hours. If additional time is needed for set up, such as the night before an event, the building must be rented for both days.

IV. DEPOSIT TO GUARANTEE CONDITION OF BUILDING.

The specified security deposit shall be required of every group using the building to cover the cost of key replacement/locksmith charges, damages and/or excessive cleaning. The deposit must be made at least 30 days prior to the rental Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. excluding holidays at the Municipal Building, 25 N. Second St. The deposit will be refunded when the key is returned and a full inspection reveals that the building was left in good condition. If the building is not left in good condition, then the group using the building shall be liable for all necessary expenses and shall be denied further use of the facilities until the claim is satisfied. City community groups making regular use of the facilities may make a written request to have the deposit waived. Such a waiver shall be at the sole discretion of the City and may be revoked at any time. Waiver of the deposit shall NOT waive any of the requirements specified in these regulations.

V. KEYS

The key to the Conrad Park Recreation Building must be picked up at the Municipal Building before 4:30 p.m. the day prior to the rental. If the rental falls on a Sunday or a Monday, the key may be picked up on Friday before 4:30 p.m. Possession of the key does not give a group permission to use the building prior to 8:00 a.m. on the day of their rental. **A forfeiture of \$25.00 of the deposit will result if the key has to be provided by City personnel after regular business hours.** It is the responsibility of the group using the building to lock all doors and windows when leaving the building. Failure to do so may result in loss of building privileges. The key must be returned to the Municipal Building the day after use of the building, unless renting on Friday, Saturday or the day before a holiday, in which case it shall be returned the morning of the next business day. NO ONE will be permitted to retain a key, even though they may have quarterly reservations.

VI. CLEAN UP

Each group using the building is required to perform a reasonable clean up before leaving. Minimum clean up shall consist of:

- a. Removal of all food and beverages from premises.
- b. Picking up and placing of all trash and debris in containers located in the kitchen area provided for this purpose. (Trash bags are provided and can be found in the furnace room)
- c. Cleaning up of any liquids or foods, which may have been spilled on floors, counters, etc.
- d. Floors should be swept and free of debris.
- e. General cleaning of the entire building including the kitchen and restrooms.

VII. FOOD AND BEVERAGES

- a. Food and beverages may be served in the building. Users are asked to leave the food facilities as clean as they found them.
- b. No alcoholic beverages shall be permitted on any City owned property unless the Municipal Administrator has approved an "Application for Alcoholic Beverage Permit" prior to the scheduled function. If a permit for alcohol is granted, all persons drinking an alcoholic beverage shall remain in the building while drinking.
- c. You must be a resident of the City to apply for an "Application for Alcoholic Beverage Permit." An additional \$150.00 deposit is required along with a fee of \$50.00. The deposit will be refunded after inspection of the premises. The deposit will not be refunded if the public area used is left in a condition that necessitates cleanup or repair.

VIII. BUILDING INSPECTION

The building will be inspected by City personnel on the morning of the next regular workday after use. Please note the condition of the building when you enter, and if any unusual condition or maintenance issue is evident, please note and notify the City immediately by calling (419) 878-8100 Monday – Friday (except holidays), 8:00 a.m. to 4:30 p.m. If after regular business hours or on holidays, please call the Waterville Police Department at (419) 878-6666; **otherwise, your group will be held responsible.**

IX. CONDUCT

- a. Any conduct that infringes upon the rights of others, is potentially harmful to the facilities, is illegal, or is otherwise not in good taste, will not be tolerated.
- b. **Commercial** or profit-making activities are not allowed including charging admission fees or selling products or services. If there are questions as to whether a group's planned activities will comply with this regulation, the City shall be consulted at the time the reservation is made. The City of Waterville shall be the sole judge of whether an activity meets this requirement.
- c. No motor vehicles are permitted in the building without the prior written approval of the Municipal Administrator.
- d. Failure to abide by these rules of conduct will be grounds for causing the building to be vacated and future use to be denied. Anyone using the parks or any building in the City shall at all times comply with the ordinances of the City.
- e. **The premises are under camera surveillance.**

X. DECORATIONS

Decorations may be placed in the Conrad Park Recreation Building subject to the following provisions:

- a. Decorations must be of the type of material and/or used in such a manner that they will not constitute a fire hazard.
- b. Decorations shall not block a clear view of the fire EXIT signs or fire EXTINGUISHERS or block exits or windows.
- c. Decorations shall not be left up after building use.

XI. TABLES AND CHAIRS

Groups using the building may use the tables and chairs available in the building. Each group is responsible for setting up and taking down the tables and chairs. See Section III – Hours of Operation concerning set up and take down/clean up time. Tables and chairs are **never** to leave the building.

XII. BUILDING CAPACITY IS LIMITED TO 104 PERSONS.

Please realize that these rules and regulations are for the benefit of all users. We respectfully request your compliance in detail with each item.