



CITY OF WATERVILLE

USE REGULATIONS FOR THE CITY PARK SHELTERS & GAZEBO

The City of Waterville has adopted the following regulations governing the use of the City of Waterville Park Shelters at Baer & Waterworks Park and Gazebo at Conrad Park.

The shelters and gazebo were built for the enjoyment of City residents of ALL ages, and their guests, and these regulations are not designed to discourage their use or to lessen the pleasure of those using them, but rather, to insure that all will find the shelters & gazebo pleasant 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. at the Municipal Building, 25 N. Second St.
- b. Reservations are accepted one year in advance by the month. As an example, if you would like to reserve a shelter for a date in July 2011, you could make a reservation anytime after July 1, 2010.
- c. Forms are provided for making reservations and must be completed and signed by the person in charge of and responsible for the group using the building.

II. RENTAL FEES

- a. All groups using the shelters or gazebo shall pay, in addition to the required deposit, a rental fee 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>
\$25.00 - Rental Fee	12.50 - Rental Fee	\$40.00 - Rental Fee
\$25.00 - Deposit	\$25.00 - Deposit	\$25.00 - Deposit

- b. All rental fees must be paid at the time of application in order to hold the reservation. **Cancellations prior to the desired date shall result in forfeiture of the entire rental fee.**

III. HOURS OF OPERATION

The park shelters & gazebo are available during normal park hours from dawn to dusk.

IV. DEPOSIT TO GUARANTEE CONDITION OF SHELTER.

A security deposit in the amount of \$25.00 shall be required of every group using a shelter or the gazebo, to cover the cost of damage and/or excessive cleaning. Said deposit is due and must be paid at the Municipal Building before 4:30 p.m. the day prior to the event. If the event falls on a Sunday, then the deposit must be paid on Friday before 4:30 p.m. Failure to make the deposit by this due date shall be considered a cancellation of the reservation. The deposit will be returned in full, if inspection reveals

that the facility is left in good condition. If it is not left in good condition, then the reasonable cost of restoring it to good condition shall be deducted from the deposit and the balance, if any, will be returned; if the deposit is not sufficient to restore the shelter or gazebo to good condition, then the group using the facility shall be liable for the balance and shall be denied further use until the claim is satisfied.

V. CLEAN UP

Each group using the shelter or gazebo is expected to perform a reasonable clean -up before it leaves. Minimum clean up shall consist of:

- a. Removal of all food and beverages from the premises.
- b. Picking up and placing all trash and debris in containers provided for this purpose.
- c. Cleaning up of any liquids or foods which may have been spilled on floors, tables, etc.
- d. Removal of all decorations, equipment, etc.
- e. Sweeping of the floor.

VI. ALCOHOLIC BEVERAGES

No alcoholic beverages are permitted at any time.

VII. NOISE

No excessive or offensive noise that is disturbing to other park users is permitted.

VIII. SHELTER & GAZEBO INSPECTION

The shelter or gazebo will be inspected by City personnel after each use. Please note the condition when you enter, and if any unusual condition is evident, please note and notify the City immediately by calling (419) 878-8100, Monday – Friday, 8:00 a.m. to 4:30 p.m. If after business hours, please call the Waterville Police Department at (419) 878-6666 otherwise, your group will be held responsible.

IX. CONDUCT

The shelters & gazebo are provided for the enjoyment of the City residents and their guests; however, any conduct which infringes upon the rights of others, is potentially harmful to the facilities, or is otherwise not in good taste, will not be tolerated. Failure to abide by these rules of conduct will be ground for causing the shelter to be vacated and future use denied.

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