

# FACILITY RENTAL

City of Germantown Dept. of Parks

## Regulations

1. Facilities are to be used primarily for local community organizations, but shall be available for private functions. Reservations are scheduled on a first come, first serve basis with priority being given to organizations meeting on a regular basis.
2. Organizations wishing to meet on a weekly basis will notify the City Manager's Office at the start of the year. A new application will be sent out to be completed and returned before the reservations can be confirmed. In some cases a Certificate of liability Insurance will be required.
3. All activities and reservations must be approved in the City Manager's office. The City Manager may refuse use of the facility at their sole discretion, if the proposed use is deemed to constitute a disruptive force/danger to the health, safety, or welfare of the public.
4. No assembly program or activity that disturbs the peace, incites to riot or support of any group, program, or activity. Use of the facility does not constitute City endorsement, agreement or support of any group, program or activity.
5. Applications may not be approved for any use which is not under satisfactory sponsorship or adequate adult supervision.
6. Each applicant agrees to protect, hold harmless the City of Germantown and its employees from all liability arising from the applicant's use of the facility.
7. Other than service, civic and non-profit organizations serving the Germantown area (Valley View School District), all others must submit the required deposit at the time of reservation. The application and deposit must be made in person to the City Manager or designee. Reservation times and dates are not held prior to submission of both the application and deposit.
8. Deposits can be mad by cash, check or money order. A cashier's check or cash may be required at the discretion of the City.
9. Fifty dollars (\$50) of the deposit shall be mailed within thirty (30) days of the rental, provided the inspection of the facility indicates compliance with the rules and regulations. Forfeiture of the deposit will be at the discretion of the City Manager, or designee, after the determination that some damage to the building, grounds or equipment was sustained, while under supervision of applicant. The City does not waive any future claim of recovery for damage sustained while under supervision of the applicant.
10. Church groups may not use the facilities for regularly scheduled church services
11. All organizations will be billed a twenty-five dollar (\$25) fee if the facility is not found to be cleaned and left in an orderly fashion.
12. The City Manager, Service Director or their designee shall have free access to the facility at all times.
13. Reservation of a facility does not include exclusive use of surrounding park facilities, such as but not limited to the parking lots, play grounds and walking paths.

## Rules

1. Applicant must keep with them, on site, during the scheduled reservation, a copy of their approved application.
2. NO ALCOHOLIC BEVERAGES, SMOKING OR GAMBLING WILL BE PERMITTED.
3. You must be in and out of the facility according to your scheduled reservation. No function shall run past 11:00 p.m.
4. Trash receptacles must be emptied and the bag replaced. Filled trash bags may be placed in the trash bins located in the parking lot. Replacement bags may be requested from the Public Service Department the week prior to reservation date, during normal operating hours.
5. Special permission must be obtained for the placement of props, decorations and the like. If approved, the same must be removed within the reserved time. Absolutely no structural alterations or additions are permitted.
6. No use of open flames will be permitted.
7. All motor vehicles will park in designated parking areas only.
8. Tables and chairs may be rearranged, but they cannot leave the building/concrete and must remain neatly organized and returned to their original positions.
9. Facility shall be cleaned and left in an orderly fashion and having incurred no damages. When leaving the facility, turn off all lights and securely lock all doors, for which a key was provided.