Facility Policies, Rules, & Regulations

1. All applicants must be at least 21 years of age and present a government issued photo ID when making a reservation and when meeting City staff the day of your reservation. Failure to present proper ID will result the rejection of your rental application or the cancellation of your rental. No refunds will be issued.

2. Extended Reservations

   Park rental facilities are intended to be made available to as many different groups as possible. The continuous use by any single organization limits this opportunity for others.

A. Facility Use request for more than one-time use must be submitted to the Park Services Manager. A letter may be required explaining the request in more detail.

B. Extended reservations may be approved by the Park Services Manager for a one-month period.

C. No Group shall use a facility for more than 4 weeks in a row unless they are a partnered organization, providing recreation or other support services that coincides with the Department's mission, and is detailed in a written agreement signed by the Department Director or his or her designee.

3. Community Centers may be used for the following purposes:
   - Birthday Parties
   - Bridal and Baby Showers
   - Weddings and Receptions
   - Anniversary Parties
   - Family Reunions
   - Neighborhood meetings
   - Federal, State or Local Public Meetings
   - Information Seminars
   - Civic and Community Groups

4. Request for fund raising or fee-based events (including "donation" events) will be granted only to nonprofit groups and requires the Director's (or his/her designee's) approval. Nonprofit status is defined as any group holding a 501 (c) (3) tax exemption by the Internal Revenue Services of the Federal Government. Proof of tax exemption must be shown.

5. Groups reserving outdoor areas may be required to provide portable toilets, security, and/or dumpsters at their expense.

6. No individual or organization shall charge a fee, sell items, or take donations without written authorization from the Director of Parks & Recreation or his/her designee.

7. All children's & teens birthday parties shall be by invitation only, limited to 45 invitees, and end prior to 9 PM (including shut down and clean up). If approved, 1 chaperon for every 10 attendees under 19 years of age (chaperones must be at least 21 years old) will be required. Parks & Recreation will have a staff person present for the duration of all Child/teen events as necessary.

8. The applicant may not assign, sublet or transfer its right or privileges to any other individual, group or organization.

9. The applicant may allocate one person to direct and to be responsible for the use of the facility during occupancy. The assigned person is to be present during the entire time the facility is being used. If it is necessary to replace that person, the Facility Supervisor is to be notified as soon as possible.

10. The Director of Parks and Recreation or his/her designated representative may revoke permission if, in his/her judgment, proper use is not being made, or misinformation has been received from the applicant for use of the park facility.

11. The City reserves the right to deny use of any facility to a person and/or group for good reason. Examples of these include: a conflict with planned or ongoing facility use; lack of personnel to prepare facilities; a known history of disruptive or undesirable conduct by the person and/or group; or insufficient chaperons for a teen event.

12. No fees or regulations may be waived without the written authorization of the Park Services Manager.

13. Alcohol and/or tobacco products are prohibited within City buildings and/or grounds.

14. Individuals suspected of being under the influence of illicit drugs and/or alcohol shall be ejected from the center.

15. Any person (s) engaging in inappropriate behavior shall be ejected from the Community Center property.

16. No nails, tacks, staples, scotch tape, duct tape or anything that penetrates the wood walls or floors should be used in the hall. Masking tape or a reusable putty like Ross Tac 'n Stik or museum putty can be used for decorating purposes and must be removed from all surfaces at the end of the rental.

17. No "Open Parties" shall be allowed at any Community Center. The Renter shall be responsible for controlling access to the facility during all invitational events. A written variance may be issued by the Park Services Manager for Parks & Recreation Open House events, Neighborhood Watch Special Events, and other legitimate activities open to the general public on a case-by-case basis.

18. Renters must provide their own utensils, dinnerware, and food storage products.

19. All foodstuffs must be cooked prior to arriving at the Community Center, stove and ovens may be used for warming only.

20. No grilling, BBQ's, fryers within 25' of building (all oils/coals to be properly disposed of off-site).

21. Billiard tables shall not be moved at any time.

22. All trash must be properly bagged and placed in the appropriate refuse containers and the Community Center left in the condition in which it was found.

23. The office shall be off limits to rental participants.

24. The renter accepts all responsibility for damage, which may occur to the building or its contents during the time of the said rental.

25. All Facility Use Permits and fees (including changes/additions) must be received 10 days in advance of the requested date. Reservations will not be taken by telephone.

26. Community Centers may be rented from 8 AM until 10 PM (except for child or teen events, which must be closed by 9 PM) on Saturday, and from 8 AM until 6 PM on Sundays— if no recreation activities are taking place.

27. All fees must be paid by cash, VISA, MASTERCARD, check or money order made payable to "City of Lynchburg".

28. Facility rental limited to no fewer than 2 hours.

29. All set-up and clean-up activities (including removal of all decorations) shall be conducted within the allotted rental hours (including pre-event setup and post-event cleanup).

30. Total rental times shall be rounded up to the nearest hour. Renters will be required to show proof of identification when renting centers.

31. Renter must meet City staff at the designated rental times (beginning and ending), and be able to show proper ID.

32. City staff may be present during your event, and will fully monitor all child/teen events.

33. All vendors (e.g., caterers, jumpers, tent/shelters, entertainers, DJ Service, band, etc.) furnishing contracted services shall be approved by the Lynchburg Parks & Recreation Dept., which may require a Certificate of Insurance (COI) or other permits.

Failure to comply with department rental policies or park rules will result in the immediate closure of your event, and loss of all rental monies.

I have read and understand the above rules & policies

_____

Signature of Renter **Date**

_____

Printed Name of Renter **Date**

_____

Facility **Rental Date**

_____

Printed Name of Staff **Date**

Initials of Parks & Rec. Staff _____