

Pavilion Rules

This document contains the facility and reservation policies governing the operation of the Pavilion. The policies set forth are regularly reviewed and revised as necessary. The Parks and Recreation Department reserves the right of final interpretation and enforcement of the policies set forth as deemed necessary for the successful operation of the building.

The Pavilion is the property of the City of Nevada and is under the direction of the Nevada Parks and Recreation Board. As such, the Parks and Recreation Board approve the rules and regulations governing the use of the building and these rules are adopted by the City Council.

This an excellent facility for a casual get together with significant green space for outdoor enjoyment.

Reservations and Advance Rental Fee

All reservations or changes will be handled at the Nevada Parks and Recreation office located inside Gates Memorial Hall, 825 15th Street, Nevada, Iowa 50201, (515)382-4352. The person making the reservations must be the same person making any necessary changes. Minor changes will be allowed up to 24 hours prior to the reservation date. If hours are added, they will be charged the normal hourly rates. If hours are reduced, no refunds will be given.

Reservations will be accepted on a "first come – first serve" basis. The Nevada Parks & Recreation Department will hold a tentative reservation from the time inquiry is made for a period of 10 days during which time all of the following must occur to finalize the reservation;

1. The written contract to which these rules are attached is signed by at least one member of the organization or group renting the building, and the contract is returned to the Nevada Parks & Recreation office; and
2. Payment of "Advance Rental Fee" equaling one-half (1/2) of the total rental charges is paid to Nevada Parks & Recreation along with the signed contract. If reservation is made within 60 days of the event, payment is due in full at the time the reservation is made.

*** A deposit in the amount of \$200.00 (in the form of a separate check) must be received when final payment is made; no later than 60 days prior to their reservation.

When making a reservation you must provide the following details:

- Type of event
- Preferred date of event
- Time of the event – starting and ending
- Number of persons expected to attend
- Whether or not beer and/or wine will be served

Details of set-up, decorating, delivery times (flowers, food, D.J., etc.) and clean up must be included in the reservation agreement. The Parks and Recreation staff will check the building before and after each event; therefore, renter must adhere to hours reserved in the contract.

Time used beyond the hours stated in the agreement is discouraged and will be charged at the regular hourly rate. Please allow sufficient time to cover all your plans for the rental.

Deposit

A deposit in the amount of \$200.00 must be received when final payment is made. A separate check must be made payable to Nevada Parks & Recreation and will be refunded when the day is returned and if there is no damage or additional hours used. The deposit or a portion thereof will be forfeited in the event of the following:

- Damage or loss: If damage occurs in the building or there is a loss of equipment, the group responsible will be charged. Charges will reflect repair or replacement cost. If damage or loss is greater than the \$200.00 deposit, the difference will be added to your fee, and billed directly to the renter.
- If renter fails to return the key, the entire deposit of \$200.00 will be forfeited.
- Additional use charges: Hours, supplies, etc., that are used in excess of the original reservation agreement will be charged regular rates, billed to the renter and deducted from the deposit.

Set Up and Clean Up

Set up and clean up of all tables and chairs is the responsibility of the renter. All tables and chairs should be cleaned with cleaning supplies provided by the City of Nevada and put back into their original location.

Twelve Month Limit on Reservations

Reservations can be made in advance up to one (1) year from the present calendar month.

Cancellations

If a reservation is cancelled sixty (60) days or more prior to the reserved date(s), the person or organization will be refunded one-half (1/2) of the "Advanced Rental Fee." If cancellation occurs less than sixty (60) days prior to the reserved date(s), no refund will be issued and the rental fee will stand forfeited.

Exception to these rules: full fee and deposit will be refunded only in the event of the most extraordinary circumstances as determined by the Nevada Parks & Recreation Board in the event of death, serious injury, dangerous unexpected weather, etc.

Responsibility for the Premises

The person who signs the rental agreement on behalf of the group or organization shall be responsible, together with the group or organization, for the care and safekeeping of all property located in the rented area, including the hallways and restroom facilities and for the enforcement of these rules.

Alcoholic Beverages

All State, local laws and ordinances regarding the use and consumption of alcoholic beverages shall be strictly complied with. In addition thereto, no alcoholic liquors shall be brought upon or consumed on the premises; only beer and wine are allowed. No beer or wine shall be exchanged for consideration in money or money's worth. No person under 21 years of age shall be served, furnished with, or consume any alcoholic beverage on the premises. Beer or wine shall not be served or consumed after 12:00 a.m., Monday through Saturday and 10:00 p.m. Sunday. Any intoxicated person on the premises shall be reported to the Nevada Police Department and will be subject to arrest and criminal prosecution. This is your responsibility.

Beer and wine is permitted inside the building, in the attached shelter, and on the adjoining patio/dock. No alcohol will be permitted outside of these areas or beyond the perimeter of the 8' wide circular sidewalk surrounding the building, shelter, and patio/dock. (See attached highlighting the appropriate areas).

No glass containers are allowed.

Checking I.D.'s is a requirement of the contract and is the person or organization's responsibility. Any Parks and Recreation staff member or on-duty

peace officer shall have the right to gain access to the premises for law enforcement purposes.

Off Duty Peace Officer

The Parks and Recreation Board, City Administrator, or their designee reserve the right to require the person or organization to hire an off-duty peace officer for law enforcement and protection of the premises. If such a requirement is invoked, contact the City of Nevada Police Department at 382-4593 to make the necessary arrangements. All costs are the responsibility of the renter.

Decorations

Only table or free standing decorations are allowed. There will be **no** painting or construction allowed in the building (i.e. Theatrical props, etc.). No glue, tacks, tape or nails are permitted.

Renter/User Personal Property

The Nevada Parks & Recreation Department will not assume responsibility for the damage to, or loss of, any merchandise or articles including clothing and personal effects left in or around the building prior to, during or following an event, including overnight storage.

Keys

Keys will be given to the renter the day of event. If the building is rented on a Saturday or Sunday, keys must be picked up by 12:00 p.m.(noon) on the Friday before.

Keys must be turned in to the Nevada Parks & Recreation Department 24 hours after the event. If the building is rented on a Saturday or Sunday, keys must be returned by 12:00 p.m.(noon) the following Monday.

If key(s) are lost, renter will assume the financial responsibility with replacing the door lock and providing ten (10) new keys.

Miscellaneous House Rules

Absolutely no smoking will be permitted in any part of the building.

No glass containers are allowed.

Any person found in possession of or damaging articles belonging to the Nevada Parks & Recreation Department will be subject to criminal prosecution.

No animals shall be permitted in the Pavilion. Seeing eye or guide dogs for the blind are exempt from this rule.

Use of the facilities does not in any way imply that Nevada Parks & Recreation endorses, encourages, or approves the purpose of the user.

Unauthorized intoxicants, illegal drugs – including marijuana, firearms and gambling in any form are strictly prohibited.

All kitchen equipment, tables, and chairs, etc., are city property and shall not be removed from the premises.

Temporary heat is not permitted with in the building at anytime.

Fireplace must be off before leaving the building.

Any fire outside in the fire-pit must be thoroughly extinguished prior to leaving the premises.

Any outdoor fire in the fire-pit must be immediately extinguished if winds are blowing smoke/ash/sparks/etc. back towards the building.

The City of Nevada does not provide wood for use in the fire pit.

All trash must be picked up and put in the proper waste receptacles.

Swimming and wading are not allowed in the pond at anytime.

Rules Subject to Change

All rules are subject to change without advance notice. Exceptions to these rules may be made under special circumstances with the approval of the Parks and Recreation Board or their designee.

City Not Liable

Neither the City of Nevada nor the Parks and Recreation Department will be responsible for injury to person or property arising out of the acts or omissions of the renter, the members of its organization or its guests. It is the renter's responsibility to supervise all children on the premises as well as the safety and appropriateness of all activities conducted on the premises.