

RECREATION BUILDING USAGE POLICY

The Recreation Building of the City of West Point, located at the 1032 Wood Street, can be made available for use by members of the public upon request to the City Park and Recreation Department. The provision of such accommodations is subject to the terms and conditions set forth below:

1. City or Clay County government business and City or County sponsored activities have first priority. No meeting or activity sponsored by private citizens shall interfere with governmental use, regardless of when the private activity was scheduled. In the event of a conflict in the use of the building between governmental use and private use, the private use shall always be cancelled or rescheduled to a time when no conflict exist. The Director of Recreation shall make every effort to avoid conflicts of this nature. However, in the event conflicts occur, regardless of the amount of notice to the private parties, the governmental use shall take precedence.
2. The Recreation Building may be used for any educational, recreational, charitable, cultural, or community purposes, either public or private, that is of a non-commercial nature. Uses which are allowed include: family and other group reunions, group recreation projects, non-fee educational instruction, weddings and receptions, and any governmental use or city-sponsored recreational use, either on a fee basis or non-fee basis.
3. Private individuals and/or groups will be required to post a \$100.00 (refundable) cash damage deposit with the Recreation Department at the time of booking. This deposit will also reserve the date for usage. There will be an additional \$150.00 rental fee due at least four (4) full days prior to use. If the building and grounds (parking area, lawn, etc.) are left in a neat, clean, undamaged condition and the key is returned, an application for a refund of the \$100 damage deposit will be submitted. Checks for refunds will be sent out on the 15th and 30th of the month. **However, if the building and grounds (parking area, lawn, etc.) are not left in a neat, clean and undamaged condition, or the key is either lost or not returned, the individual or group using the facility will forfeit the entire \$100.00 damage deposit, regardless of the violation.**
4. No meeting or group activity may begin before 10:00 a.m. or go past 12:00 a.m. Noise levels must be kept within acceptable limits as to not disturb the neighbors. If complaints are made regarding noise levels, the individual or group will receive one warning. If continued violations of the noise levels occur, the individual or group using the facility will be asked to vacate the premises and the \$100 damage deposit will be forfeited. Also, any clean up costs incurred by the City as a result of the individual or group being asked to vacate the premises will be assessed to the individual or group using the facility.
5. The use of the building will be scheduled in the order in which requests are received, subject to the provision of paragraph 1 above. Applications will be taken only during normal working hours and must be submitted at least four (4) days prior to use. The responsible party will be required to sign a lease agreement at the time of reservation.
6. **Smoking is NOT permitted in the building by anyone at any time.**
7. **The use, sale or possession of alcoholic beverages in the building and anywhere else on City park property is strictly prohibited by ordinance. Violators will be subject to arrest.**
8. Heating and air conditioning controls will be set by City personnel and locked. Any damage to the controls or control cabinets, including the breaking of locks, will be considered willful damage and the cost of repairs will be assessed to the individual or group using the facility.

9. Set up of tables, chairs, etc. for any event, and clean up afterwards, will be the responsibility of the individual or group using the facility. The City expects persons using the building to leave the building in as good or better condition than they found it. Any clean up costs incurred by the City as a result of user's failure to perform them, will be assessed to the individual or group using the facility. Specifically, cleanup shall include:

- Removal of all trash and garbage and placement in plastic bags in garbage containers outside the building.
- Clean up of parking area, lawn and property.
- Sweeping and mopping of kitchen floor.
- Cleaning of toilets, including floors.
- Removal of all items from refrigerator and freezer.
- Cleaning of kitchen cabinet tops, sinks, and range top. **Do not clean oven.**
- Removal of any and all decorations.
- Replacement of all tables and chairs to their original positions.
- **Be sure all appliances are turned off and building is secured before leaving.**

A violation of any of the above-referenced policies will result in forfeiture of the entire \$100.00 damage deposit fee, and possible prohibition of future use of the facility.

USAGE APPLICATION FOR RECREATION BUILDING

Name of Person/Organization: _____

Contact Person: _____ Contact Number: _____

Date(s) Requested: _____ Time of Function: _____

Description of Event: _____

.....

SPECIAL NOTE: Cancellations must be made at least 2 weeks prior to the date of the reservation. If cancellations are made less than 2 weeks prior to the event, the \$100 deposit will be forfeited. There will be a \$40.00 charge on all returned checks.

Total Amount \$ _____
Deposit Amount \$ _____
Remaining Amount Due \$ _____
Due by: _____

/

Signature of Responsible Person _____ Date of Application _____

/

Signature of Park & Recreation Personnel _____ Date of Application _____