TOWN OF DANVILLE

PARKS AND RECREATION

Policies and Procedures for Parks and Facilities Use

FACILITIES MANAGEMENT

The following regulations apply to all Parks and Community Facilities Use Permits/ Reservations issued through Danville Community services Department.

NOTE: Users of the Village Theatre must comply with these Policies and Procedures in addition to the supplement of specific Theatre rules.

A. General Rules

1. Permit user is the person or organization assuming all responsibility for the use of facility. When the permit user is an organization, a contact will be named and act as the only person with authorization to make changes or submit additional information. This contact person must be in attendance at the event and have a copy of the Facility Use Permit with him/her. Permit shall not be exchanged, traded or sold to another person or organization or used for any activity or event that differs from the original issuance.
2. Permit user shall comply with all applicable Town, County, State and Federal laws, rules and regulations.
3. Groups composed of minors (under 18 yrs old) must be supervised at all times while using facility, by one adult for each ten minor children.
4. Permit user may use only those facilities or equipment specifically mentioned on the Facility Use Permit. Although adjacent rooms or park areas may be used, they are not considered as part of the reservation.
5. The Town will furnish tables, chairs, light and heat/air conditioning as part of the initial indoor facility permit. For additional fees other amenities are available. i.e. TV/VCR, microphone, easels, etc.
6. No soliciting is allowed in or around Town facilities without prior approval.
7. Buildings used Sunday through Thursday must be vacated by 11:00 p.m. Buildings may be used on Friday and Saturday until 1:00 a.m. These hours include clean-up time. Additional time used/needed not previously reserved, will be charged at twice the hourly fee rate.
8. Churches may not schedule facilities for ongoing religious services.

B. Decorations/Special Arrangements

1. Any decorating, special arrangements, or changes to facilities must be discussed at the time of the Permit issuance and included as part of the Permit. The Permit user is responsible for

putting up and taking down any decorations and for handling all other special arrangements necessary for the function.

2. The use of cellophane adhesive tape, nails, staples, or screws is not permitted. Only "drafting tape," *not masking tape*, may be used. If any adhesive other than drafting tape is used, the security/cleaning/damage deposit may be forfeited.
3. Permit user is responsible for the removal of all decorations, and Permit user's personal property, owned or rented, within the rental time shown on the Facility Use Permit.
4. No cleaning product or wax (i.e. dance wax) may be used on the floors
5. Any plants or shrubs brought into the building must be in waterproof containers.
6. Birdseed may be thrown at wedding receptions but only *outside* the building. Rice and confetti are not allowed.

C. Kitchen Use

1. A stove and refrigerator are available in some facilities. All kitchen supplies and equipment are to be provided by the Permit user.
2. Permit user or his/her caterer is responsible for restoring the kitchen to a clean condition.

D. Safety and Security

1. Facilities Attendants, provided by the Town, may be assigned to be on duty at the facility during rental use. The Facility Attendant is responsible for the safety and security of the facility. The Facilities Management Program Supervisor will determine if the event requires additional Facility Attendants. Additional Facility Attendants are assessed at $23.00 an hour. Town employees have been instructed not to accept gratuities. Report all accidents or incidents immediately to the Facility Attendant. If report involves a Facilities Attendant, please contact the Community Services Department the next day.
2. Paper decorations or other flammable material must be treated with a flame retardant or be inherently flameproof prior to being installed in the facility. These decorations and materials must be approved by the Facilities Management Office. Failure to do so may result in immediate forfeiture of security/cleaning/damage deposit.
3. The intent to use any form of heat-producing devices (i.e. candles, propane stoves, gas lanterns) or other electrical or mechanical devices must be clearly stated on Facility Use Permit and is subject to approval by the Town.
4. Any metal-cased appliances must be properly grounded and bear the U.L. approved symbol.
5. Permit user, if requested, must allow access to the facility by Fire District, Building Inspection, or Police Department personnel and must comply with any directions issued by these agencies. Failure to comply may result in immediate revocation of the Permit.
6. The Director of Community Services Department or a representative has the right to enter all facilities at any time.
7. Town facilities are designated as "NO Smoking" areas, and smoking is prohibited.
8. Hard Liquor is prohibited in all Town Facilities. Only beer, wine, champagne is acceptable.

E. Setup

Town staff will ensure that the facility is ready for use and will assist with the set-up of tables and chairs to permit user's specifications, providing the set-up complies with all fire and safety codes. This service is included in the rental fee.

F. Clean-Up

1. All clean-up must be done during the Facility Use Permit rental time. Additional time required for clean-up will result in additional charges at twice the regular hourly rate.

2. Clean-up responsibilities include:

   - To leave the facility as you found it.
   - Wipe off tables and chairs.
   - Place trashes in bags provided and remove from building to outside dumpsters.
   - Clear all spills and stains from floors and carpets.
   - Clean all facility equipment used as part of the event, such as coffee pots, sinks refrigerators, grill, ovens, and floors.
   - Remove all decorations, supplies, large objects, and food items from the floor and carpet.
   - Remove all food and food service product, linens, china, crystal, and silverware.
   - Sweep or mop floors as needed.

3. Drop off and removal of all items provided by the caterer or other party equipment delivered must be within the rental time frame.

4 All trash, garbage, decorations and other material resulting from the activity must be removed from the facility by the permitted user group. If not removed from the facility, a minimum of one-hour overtime facility use at double the hourly rate for clean-up will be billed.

5. If after an activity, additional maintenance time is required by the Facility Attendant or Town Staff beyond the clean-up time allowed for on the Permit, the additional charges will be deducted from the security/cleaning/damage deposit.

6. Storage space in Town facilities is not available. If decorative or personal belongings are not removed during the allotted rental time of permit, the Town may dispose of property in any manner deemed necessary.

G. Reservation and Fees

1. Reservations for use of Town facilities cannot be held until a deposit is paid in person or by mail. All fees and insurance requirements are due and payable 90 days prior to reservation. Cancellations must be made in writing by the person listed as applicant in the Facility Use Application. There will be a minimum $75 cancellation fee deducted from the refund.
   If you cancel with less than 60 days notice but more than 30 days, 50% of your total rental fees may be retained. If you cancel with less than 30 days notice the entire <u>rental fee</u> may be forfeited, except the refundable cleaning/security deposit.
2. All fees and "Certificate of Liability Insurance" naming the Town of Danville as "additionally insured" are due and payable 90 days prior to the reservation.
3. When a reservation is requested less than seven days before the intended date of use, a late charge of $17.00 may be assessed.
   If fees are not paid when due, permit may be cancelled unless applicant has contacted the Facilities Management Division of the Community Services Department and made special arrangements.

4. A fully refundable security/cleaning/damage deposit is required for Permit User. This deposit may be used to cover charges for additional clean-up, exceeding permitted time, insurance fees, damage to the facility or equipment. This deposit will be returned in full if no additional cleanup is required and there is no damage. Special charges will be determined based on the report prepared by the Facilities Attendant submitted following the event.
5. Once the reservation is made, Permit user may want to change the hours or other arrangements of the function. The Town must be notified and will attempt to accommodate these changes. The Town reserves the right to deny such requests. Fees may be adjusted according to the request. A permit Change Request Fee of $17.00 will be assessed.
6. A non-resident surcharge equal to twenty percent (20%) of the applicable fee shall be added to those fees set forth in the Facility Use Fee Schedule and charged to non-Danville residents. Residency of users shall be determined by the location of such user's headquarters.
7. If the facility will not be used after a reservation has been made, a written cancellation notice must be made to Facilities Management Division in the Community Services Department sixty (60) working days prior to schedule use. This allows others to use the facility and the Town to cancel facility preparations. There will be a minimum $75.00 cancellation fee deducted from the refund. Failure to notify Facilities Management Division of the Community Services Department will result in forfeiture of all fees and/or denial of future use.
8.. The Town reserves the right to cancel, due to an emergency or extraordinary circumstances, any Facility Use Permit. At such time, the Town will attempt to locate another facility suitable for Permit user's proposed activity.
9. Payments are to be made to the *Town of Danville* in one of the following forms: credit card, cash, certified check, money order, organization or personal check. Remit payment along with one signed copy of permit, keep the other copy of permit and carry with you at the time of your park or facility use. Before you remit payment, confirm that the date, hours, and facility are correct. If you feel there is an error, and it is not reported within the 5-day remittance period, a change order fee may be charged at a later date.
10. Return of any deposits will be made within four weeks following the event. Deposits are subject to reduction or total forfeiture for any outstanding fees, insurance, or balances due and payable to the Town.

H. Disclaimer

All permit users must accept the Facilities in the condition found. The Town makes no warranty as to the safety and usability of any Facility or its contents beyond that afforded the general public.

The Town of Danville is not responsible for accidents, injury, illness, death, or loss of group or individual property. The Town will require proof of insurance coverage at a Town approved rate where the activity for which the permit is sought involves food or is inherently hazardous to life or property.

Information to questions most often asked:

1. Reservation time frame needs to include and allow time for set-up and clean up. Remember to include caterer's requirements.
2. Be sure to allow enough time when you submit the facility use application. Once the deposit is received and the Facility Use Permit Reservation is generated, if changes are made at a later date, there will be a Change Request Fee of $13.00 assessed.
3. Due to multi uses and permit reservations in Town facilities, there is NO storage space. Event properties drop off and pick-up needs to be within the rental timeframe.

4. Reservations are not confirmed by phone. Facility Permit Reservation is confirmed after deposit or full payment is remitted and a computer generated Facility Permit Reservation is received.
5. All fees are due and payable 90 days prior to reservation event.
6. Facility Use Fees are assessed based on the information provided on the Facility Use Application submitted.
7. Additional Fees may be assessed if at a later date a change consisting of add-ons, deletions, amenities, resources or other equipment is requested.
8. A "Certificate of Liability" naming the Town of Danville as "additional insured" is required on all Facility Use Permit Reservations.
9. Hard Liquor is prohibited in all Town Facilities. Only Beer, wine and champagne are acceptable.

INSURANCE REQUIREMENTS

The Town may require permit user to provide special insurance as a condition of the Use Permit. Corporations and organizations will be required to provide a Certificate of Liability Insurance naming the Town of Danville as an additional insured.

LIABILITY INSURANCE REQUIREMENTS ARE:

COMMERICAL GENERAL LIABILITY

General Aggregate Limit	$2,000,000	Occurrence Form
Products Comp/Ops Aggregate	$2,000,000	Liquor Liability Included
Personal and Advertising Injury	$1,000,000	Participants-Not Excluded
Each Occurrence Limit	$1,000,000	Except Contact Sports
Fire Damage (Any one fire)	$50,000	Sport Participants

NON-OWNED & HIRED AUTO LIABILITY $1,000,000