



## City of Millersville Parks and Recreation Community Center Rental Policies and Procedures

### General Information

1. The Community Center and specific rooms within the community center are available to rent on a first come, first serve basis.
2. The Millersville Parks and Recreation Community Center may be reserved by individuals, businesses, or organizations for social gatherings and meetings. All requests for reservations must be made by an individual who is 21 years of age or older.
3. Reservations are accepted up to one calendar year in advance and are available on a first come, first serve basis. Inquiries may be made by telephone, but reservations must be made in person. Reservations are not considered complete and in the books until the deposit has been paid and the rental agreement has been signed by the renter and the Director of Parks and Recreation. The balance of the rental amount if renting meeting rooms 105, 106, or 107, including refundable security deposit, is due no less than 14 business days prior to the rental date (30 days, if paying by check). If renting the reception hall, the full amount shall be made no less than 30 days prior to the event. If full payment is not made by this time, the Department of Parks and Recreation will consider the reservation cancelled and will rent the facility to another individual, business, or organization, if requested. Reservations made less than 14 business days prior to the rental date will be required to pay the full amount in cash at the time the reservation is made.
4. Weekend hourly rentals for the reception hall will only be accepted less than 30 days prior to the rental date.
5. The City reserves the right to limit rentals to individuals or groups.
6. Cancellations must be made at least 30 days prior to the rental date if renting all or part of the facility on an hourly rate; 60 days prior if daily rental. If a cancellation is made at least 30 business days for hourly rentals (60 days for daily rentals) prior to the rental date, a full refund will be given with the exception of a \$50 holding fee.
7. Security deposits must be paid with cash or check. If a check is used, security deposits must be paid no less than 30 days prior to the rental. If renting the reception hall, the deposit must be paid no less than 60 days prior to the rental date. Provided that the facility and surrounding area is cleaned properly with no damage, the deposit will be refunded by mail in approximately 2-3 weeks.
8. Security Deposits for recurring monthly rentals shall be held until the event is no longer needed at which time a refund request will be processed.
9. No tobacco or drug use is permitted at any time in the Community Center. Smoking and tobacco use is permitted outside in the designated area across the bridge. All waste generated from the use of tobacco products shall be disposed of properly.
10. The use of rollerblades, skates, shoes with wheels (HEELYS), scooters, bicycles, tricycles, etc. is strictly prohibited anywhere in the Community Center, on exterior sidewalks, porches, bridge, walking trail, or amphitheater stage.
11. Cleats or spikes may not be worn anywhere in the Community Center. Taps on shoes or tap shoes may only be worn on the dance floor.
12. Children shall be supervised and shall not be allowed to play in the kitchen or hallways.
13. No animals are allowed inside the Community Center with the exception of Seeing Eye Dogs or Police Canines.
14. The playing of amplified music inside the building will be permitted with prior approval of the Director of Parks and Recreation. The renter must indicate that amplified music will be used on the rental agreement. The renter must observe all City sound/noise regulations. The City of Millersville may require additional permits and fees.
15. Parking is restricted to designated areas only. Overnight parking is not permitted. Damages done to City property or the building as a result of vehicles will be charged against the refundable deposit and additional charges will be invoiced to the renter.

16. City staff will not distribute or promote information on rentals and uses held in City community buildings. Therefore, please ensure flyers, invitations, and other promotional materials list renter's contact information.
17. The City reserves the right to restrict or limit access to the building during the course of the rental.
18. In the absence of the Director of Parks and Recreation, the City Manager or his/her designee shall take on the responsibilities of the Director.

### **Reservation Guidelines and Procedures**

1. Set-Up/Clean-Up: Your rental time must include time for set-up and clean-up. Please be considerate of scheduled groups before and after your rental time. Rental schedules are set to allow park crews adequate time to inspect the facility between reservations. Exceeding reservation hours will result in extra charges.
2. Please leave the Community Center clean and in the same or better condition than you found it. You will need to follow the steps on the clean-up checklist at the conclusion of your event. The security deposit will not be refunded if the areas designated in the agreement are damaged or not properly cleaned.
3. Fire Regulations: Fires are restricted to the outdoor grills. The use of fireworks or pyrotechnics is strictly prohibited in any park location. Candles of the dripless variety or those whose flames are completely contained (i.e., globes) may be used inside the reception hall. Please make sure that all flames are properly monitored and extinguished.
4. Fog/Smoke Machines: The use of fog or smoke machines is not allowed.
5. Decorations: Tacks, nails, screws, duct tape, scotch tape, and masking tape are not permitted on walls or floors. The use of 3M self-stick hooks or poster putty are recommended when attaching decorations to the wall. No decorations are allowed which would damage or discolor the facility or grounds. Decorations must be approved by the Director of Parks and Recreation. Use of helium filled balloons must be securely tied to weights.
6. The Renter, as Indicated by Agreement: The renter, as indicated on the agreement, agrees to be present for the duration of the event and responsible for all guests attending the event. The renter is responsible for the room(s) specified in the agreement, kitchen (if specified in the agreement), lobby, hallways, and restrooms.
7. Size of Event: For events of 100 persons or greater, a facility maintenance person may be required at a rate of \$20 per hour.
8. Events Open to the Public: For events that are open to the public, with or without ticket sales or admissions, a special event permit application must be completed. Teen Parties: All events for teens must be concluded by 11:30 PM; any events going past 11:30 PM will require express written permission of the Director of Parks and Recreation and may require additional adult chaperones. Teen events are limited to a maximum of 50 teenagers. Two adult chaperones (age 21 or older) are required for every 25 teens in attendance; chaperones are required for the duration of the rental. The City of Millersville or Millersville Parks and Recreation reserves the right to verify age and identity of adult chaperones by means of photo identification. Enough lighting for safety purposes shall remain on for the duration of the party. Absolutely no alcohol use is permitted at a teen event.
9. Kitchen: The kitchen is to be used for the warming of food and food preparation only. Any food/beverage items on site will be disposed of immediately following the rental period as indicated on the agreement. Fees may be withheld from the deposit if City staff time is required to dispose of any leftover food or trash. The use of the kitchen is guaranteed with the rental of the reception hall and may be permitted with rental of meeting rooms at the discretion of the Director of Parks and Recreation.
10. Vendors: Vendors are not allowed during any rental without prior approval of the Director of Parks and Recreation. If vendors are permitted, there will be a \$20 per vendor/vendor booth fee. Additionally, should the sale of concessions be permitted, lessee shall provide the Director of Parks and Recreation a copy of the Sumner County Health Department certificate for each concessionaire no less than 10 business days prior to the event.
11. Alcohol: All state and local regulations governing the consumption and distribution of alcoholic beverages must be followed and obeyed. The only alcoholic beverages that may be brought onto the premises are those that are placed in the possession and control of a licensed bartender hired by the lessee. NO BEER KEGS. No alcoholic beverages shall be left unattended on the premises at any time. All alcoholic beverages must be served in glass, plastic, or paper containers. No alcohol shall be served during the last one hour of the event. Under no circumstances may individuals possessing alcoholic beverages be allowed onto public streets, sidewalks, porches, surrounding outdoor areas, or premises visible to the public. The lessee shall provide the Director of

Parks and Recreation a copy of the bartender's ABC server permit no less than 10 business days prior to the rental date. The lessee will be required to present a copy of the Host Liquor Liability (or Liquor Liability — if alcohol is sold) Insurance Policy to the Director of Parks and Recreation no less than 10 business days prior to the event. If alcohol will be served at the event, there may be an additional \$35/hour fee for a police officer on duty during the entire event. Additionally, should alcohol be served, the lessee must obtain a general liability insurance policy with a bodily injury and property damage combined single limit of not less than \$1,000,000 for each occurrence. The renter must be named as insured and the City of Millersville must be listed as an additional insured. The policy shall also provide for a minimum of thirty (30) days mandatory written notice to the City of Millersville, in the event of cancellation or material alteration of the limits of the policy. The certificate shall show that the policy is in effect for the duration of the rental and must be submitted to the Director of Parks and Recreation no less than 10 business days prior to the event.

12. Damages: The renter agrees to reimburse the City of Millersville for all costs incurred to repair damages including, but not limited to, the facility, furnishings, fixtures, grounds, and/or additional cleaning required outside of the normal scope for said facility, which occurred in connection with the permitted activity and was caused by the renter, sponsoring organizations, and/or attendees. Reimbursement of such expenses that are in excess of the refundable deposit will be invoiced to the renter.



## City of Millersville Parks and Recreation Room Layout for Rentals

Contact Name: \_\_\_\_\_ Rental Date: \_\_\_\_\_

Room Requested: \_\_\_\_\_ Phone # \_\_\_\_\_

Rental Time (Include Set-Up & Clean-Up Times): \_\_\_\_\_

Room 107 (seats up to 20)

Room 105 (seats up to 25)

Room 106 (seats up to 40)

Reception Hall (seats 220 at round tables)

Complete Interior Facility

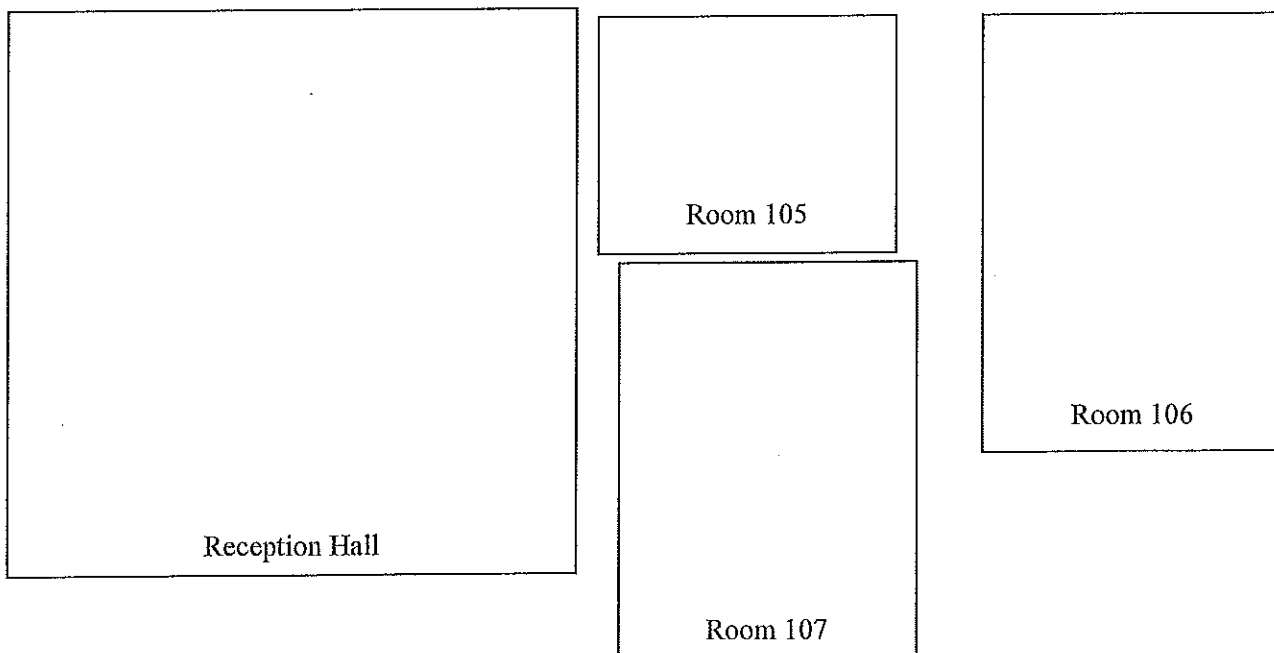
Number of Tables: \_\_\_\_\_ Round —20 tables (seat 8-10) \_\_\_\_\_ Rectangular- 10 tables (seats 4-6)

*\*\*\*This should be turned in no less than 30 days prior to event. Layout changes of less than 7 business days will result in a \$75 change*

fee. \*Please check items to be included in room rental:

\_\_\_\_\_ Microphone      Coffee Pot (coffee, filters, cups, and condiments not provided)

**Please draw a diagram as to how you want the room set up**





# City of Millersville Parks and Recreation Community Center Rental Agreement

Date of Application: \_\_\_\_\_ Event Date: \_\_\_\_\_

Time you will arrive to set up: \_\_\_\_\_ Time you will complete clean-up: \_\_\_\_\_

Printed Name of Person Reserving Facility (Please Print): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Home Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

If Organization, Please Give Name: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

City of Millersville Resident: YES NO Will Amplified Music, DJ, or Loudspeaker Be Used: YES NO

Purpose for which Facility is Requested: \_\_\_\_\_ Will Alcohol Be Served: YES NO

Room Requested: Room 107 (up to 20 people), Room 105 (up to 25 people), Room 106 (up to 40 people),

Reception Hall (220, seated at rounds) Full Interior Facility Full Interior Facility + Amphitheatre

**PLEASE SEE POLICIES AND PROCEDURES ATTACHMENT FOR COMPLETE AGREEMENT DETAILS AND CANCELLATION**

### NOTICE

#### USE OF PARK FACILITIES IS GOVERNED AND RESTRICTED BY THE CITY OF MILLERSVILLE AND MILLERSVILLE PARKS AND RECREATION.

I, (We) assume full responsibility for any damages to the City of Millersville equipment and/or property that occur as a result of the requested use. Furthermore, I (We) understand that the City of Millersville, Millersville Parks & Recreation, its staff or agents will not be held responsible for any injury or damage which may occur to me, my guests, and/or members of the above named organization and or property during our requested use of the facility. Further, in the event the City is sued due to a personal injury claim to a third person, and the suit is based on the activity that occurred, and not the condition of the premises, Renter agrees to hold the City harmless to provide defense counsel to defend the City of Renter's expense. I (We) understand that, in order to receive the refundable damage and security deposit, the rental facility and surrounding areas must be *free* of damage, clean, free of trash and debris, and the tables must be in their original locations. I (We) also understand that there will be a \$25.00 return check fee and that I (We) will be responsible for all costs of collections including court costs and attorney fees. I understand that failure to lock the doors and activate the alarms upon exit will result in forfeiture of deposit and I will be responsible for any resulting damages. I certify that I am at least 21 years of age. I agree that I (We) am/are responsible for the following area (s)

(please initial each): LOBBY 105 106 107 HALLWAYS RESTROOMS RECEPTION HALL KITCHEN STORAGE

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parks and Recreation Approval \_\_\_\_\_ Date \_\_\_\_\_

#### RESERVATION WILL NOT BE COMPLETE UNTIL CONTRACT HAS BEEN RETURNED AND ALL REQUIRED FEES HAVE BEEN PAID

Amount Due \_\_\_\_\_ Deposit Amount Paid \_\_\_\_\_ Date Paid \_\_\_\_\_ Payment Form \_\_\_\_\_ Received By \_\_\_\_\_

Rental Amount Due \_\_\_\_\_ Amount Paid \_\_\_\_\_ Payment Form \_\_\_\_\_ Date \_\_\_\_\_ Received By \_\_\_\_\_

Clean up Inspected by \_\_\_\_\_ Additional Required? \_\_\_\_\_ Deposit Refunded \_\_\_\_\_



City of Millersville Parks and Recreation Community Center  
Recurring Monthly Rental Agreement

Date of Application \_\_\_\_\_ Event Days: \_\_\_\_\_ Event times: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
(Months)

Time you will arrive to set up: \_\_\_\_\_ Time you will complete clean-up: \_\_\_\_\_

Printed Name of Person Reserving Facility (Please Print): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Home Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

If Organization, Please Give Name: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

City of Millersville Resident: YES NO Will Amplified Music, DJ, or Loudspeaker Be Used: YES NO

Purpose for which Facility is Requested: \_\_\_\_\_

Room Requested: Room 107 (up to 20 people), Room 105 (up to 25 people), Room 106 (up to 40 people),  
Reception Hall (220, seated at rounds)

**PLEASE SEE POLICIES AND PROCEDURES ATTACHMENT FOR COMPLETE AGREEMENT DETAILS AND CANCELLATION**

**NOTICE**

**USE OF PARK FACILITIES IS GOVERNED AND RESTRICTED BY THE CITY OF MILLERSVILLE AND MILLERSVILLE PARKS AND RECREATION.**

I, (We) assume full responsibility for any damages to the City of Millersville equipment and/or property that occur as a result of the requested use. Furthermore, I (We) understand that the City of Millersville, Millersville Parks & Recreation, its staff or agents will not be held responsible for any injury or damage which may occur to me, my guests, and/or members of the above named organization and or property during our requested use of the facility. Further, in the event the City is sued due to a personal injury claim to a third person, and the suit is based on the activity that occurred, and not the condition of the premises, Renter agrees to hold the City harmless to provide defense counsel to defend the City of Renter's expense. I (We) understand that, in order to receive the refundable damage and security deposit, the rental facility and surrounding areas must be free of damage, clean, free of trash and debris, and the tables must be in their original locations. I (We) also understand that there will be a \$25.00 return check fee and that I (We) will be responsible for all costs of collections including court costs and attorney fees. I understand that failure to lock the doors and activate the alarms upon exit will result in forfeiture of deposit and I will be responsible for any resulting damages. I certify that I am at least 21 years of age. I agree that I (We) am/are responsible for the following area (s)

(please initial each): LOBBY 105 106 107 HALLWAYS RESTROOMS RECEPTION HALL KITCHEN STORAGE

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parks and Recreation Approval \_\_\_\_\_ Date \_\_\_\_\_

**RESERVATION WILL NOT BE COMPLETE UNTIL CONTRACT HAS BEEN RETURNED AND ALL REQUIRED FEES HAVE BEEN PAID**

Amount Due \_\_\_\_\_ Deposit Amount Paid \_\_\_\_\_ Date Paid \_\_\_\_\_ Payment Form \_\_\_\_\_ Received By \_\_\_\_\_  
Rental Amount Due \_\_\_\_\_ Amount Paid \_\_\_\_\_ Payment Form \_\_\_\_\_ Date \_\_\_\_\_ Received By \_\_\_\_\_  
Clean up Inspected by \_\_\_\_\_ Additional Required? \_\_\_\_\_ Deposit Refunded \_\_\_\_\_