

## **GUIDELINES FOR USE OF RICHWOOD MUNICIPAL PARK PAVILION/PK FOREST BUILDING/BOBBY FORD PARK**

**Note:** If you arrive and the community building or pavilions are not cleaned or the restroom is dirty or for any other assistance please call 319-6083, the person on call in the Richwood Public Works Department will answer and they will be glad to help you. Our city worker will then be able to determine, who left the building not clean and will prevent any discrepancies on which party is responsible and will alleviate any delay in the deposit refund.

**YOU MAY NOT ENTER THE BUILDING ANY EARLIER THAN THE TIME YOU PAID FOR - NO EXCUSES - IF YOU ENTER THE BUILDING BEFORE THAT TIME YOU WILL HAVE TO PAY THE ADDITIONAL RENTAL FEES**

1. Any group using the facility agrees to leave the premises, including the parking lots and ditches in a good clean and orderly condition.
2. No parking is allowed on Audubonwoods Drive.
3. Any group using the facility shall comply with all laws-federal, state and local, including all Ordinances of the City of Richwood and all rules, regulations and requirements of the Police and Fire Departments.
4. Any group using the facility agrees to assume all responsibility for any damages or injuries done to the premise as a result of their usage.
5. Any functions for groups under the age of 21 shall be supervised by an adult or adults as follows:  
**One adult for every 5 in attendance.**

6. If alcohol is consumed at your function, whether provided or brought in, you are required to pay the higher rates for alcohol use.

One uniformed officer is required if alcohol is consumed. Two uniformed officers are required if function is over 25 people. Alcohol use is limited to inside the PK Forrest Building and under the Pavilion ONLY. Alcohol is not allowed in any other area in the parks, including the parking lots.

Please be advised that a on-duty Richwood Police Officer may or may not stop by your function. The Richwood Police do have the authority to shut down your function immediately with NO REFUNDS of any deposits or fees if you are found to be in violation of ANY of our polices or guidelines.

No glass containers allowed.

7. Rental of Pavilion, **DOES NOT INCLUDE** park or splashpad.
8. No oral agreements for use of the facility shall be valid. All reservations must be confirmed with a written contract signed by the reserving party.
9. Due to size constraints and location of the building, pavilion bands are not allowed.

10. Persons signing the contract must be present at the time of the scheduled activity, must be at least 21 years of age and they and/or their group or club will be liable for any/all damages that should occur and be responsible to the City for damages in the event that a problem should arise.
11. A reserving party may not sublease or assign their reservations to another group or organization. Cancellation and refunds can be made only upon written notification twenty four (24) hours before the function.
12. Use of only those areas designated at time of reservation will be allowed.
13. Park/Pavilion areas must be cleaned and vacated by 10pm, unless special use permit is granted.
14. Deposits will be refundable in full if the municipal building, pavilion and grounds are left clean and orderly upon inspection by the City or its appointed coordinator.
15. Only after approval from City Council will non-profit organizations be able to rent the facilities with the user fee being waived and only a deposit in place. Proof of exemption must be provided from the organization.
16. Please do not staple table cloths to tables or staple, tack or nail decorations to the walls. Taping is allowed.
17. No smoking will be allowed inside the facility.
18. No overnight parties will be allowed. The building must be vacated and secured by 1:00 a.m. The pavilion must be vacated and secured by 10:00 p.m.
19. In the event of questionable items that may arise in the use and scheduling of the facility, all administrative decision will be final.
20. There shall be no discrimination against any persons on the grounds of race, color, nationality, religion, or sex while using the cities facilities.
21. Any additional services or equipment not furnished by the facility must be approved by the coordinator. **Blow up water or bounce toys will require an additional \$25.00 fee per toy for use of water or electricity.**
22. Any group using the tables and chairs or any other items of the facility will be responsible for the set-up and take down of those items. All municipal building property (tables, chairs, etc) shall remain in the building at all times. All tables and chairs are to be cleaned and stacked.
23. All garbage and trash must be placed in plastic trash bags, provided by the City and placed in the garbage cans located outside the building and pavilions. No garbage, trash or cans are to be placed next to the trash barrels if it is full.
24. The City of Richwood reserves the right to refuse any group the privilege of using the municipal building and or pavilion for six months due to abusing the policies of the facility or may be barred permanently by the coordinator is such abuse deems such action. Any group charged with a second occurrence of abuse will be barred from making any further reservations.

## **MUNICIPAL PARK BUILDING CLOSE UP PROCEDURES**

1. Building should be swept and mopped with water only. (Equipment is in closet). Check restrooms to make sure they are picked up.
2. Empty trash containers into plastic trash bags provided and place in the garbage cans outside the building and around the pavilions.
3. Pick up debris outside the facilities. No garbage, trash, or cans are to be placed next to the trash barrels if they are full.
4. Turn off any equipment or utilities used such as lights, ovens, etc. All appliances should be cleaned and no food left in the refrigerator.
5. Turn all thermostats off unless otherwise instructed by the coordinator.
6. Close and lock doors. Return keys and report any damages as soon as possible to City Hall, 265-2082.