

*approved by Council
8-19-2010*

**Town of Camp Verde
Facility Rental Rules and Regulations**

I. APPLICATION - PRIORITIES

- a) The primary use of municipal public recreation buildings and facilities is for activities of a constructive recreational nature, organized and conducted by the Parks & Recreation Department.
- b) Town of Camp Verde activities and meetings will have priority use of the facilities over other applications for the facility space. When conflict occurs, facility use permits held by non-sponsored groups or persons may be cancelled as authorized by the Public Works Director.
- c) The Parks & Recreation Department reserves the right to cancel or suspend any and all events with little or no notification in the case of inclement weather, unsafe conditions or damage to the facilities or fields as well as but not limited to, repair and maintenance.
- d) The use of the building or facility shall not be granted when, as determined by the Public Works Director, such use of building or facility is not in the best interest of the Town.
- e) Application shall be issued to responsible adults (21 yrs. of age) only; who shall be in attendance when application is made.
- f) Payment for the entire reservation cost plus the entire amount of deposit shall accompany the facility reservation permit. Payments must be in the Parks & Recreation office at the time of signing permit.
- g) Continuous use of facilities by clubs or enterprises shall be permitted through a facilities agreement, which may be re-issued annually by the Town Council. No permit shall exceed a three-year period of time.

II. APPROVAL/ REVOCATION- RULES OF CONDUCT FOR ACTIVITIES

- a) All activities are required to be under competent adult supervision and assuming full responsibility for any damages to facilities or equipment. If a Parks & Recreation employee is on duty, he/she shall exercise authority over the permit holder or its activities.
- b) Cancellations must be made forty-eight (48) hours prior to the date of use, or the permit holder may be held responsible for all charges at the discretion of the Public Works Director.
- c) No apparatus (scenery, etc.), furniture or equipment shall be moved into a Parks & Recreation facility unless special permission is granted in advance and shall be removed from the facility promptly after use.
- d) For some uses, depending on the risk level, the Permit Holder must provide a certificate of insurance for General Liability insurance of at least \$1,000,000.00 per occurrence and \$2,000,000 aggregate against claims for bodily injury, death and property damage, or as required by Town policy, and names the Town of Camp Verde, AZ as an Additional Insured in connection with the use Town facilities and parks.
- e) Facilities and public parks must be vacated by 10:00 p.m. unless permission is granted specifically in the permit. It is the responsibility of the Permit Holder to assure that this policy is administered. Event shall be concluded on time to provide for cleanup and clearance of the facility as stated in the permit.

- f) The permit holder will be responsible for the clean up of all debris or trash and securing all debris, waste or trash in provided receptacles before leaving the area. The failure to comply with this may result in the loss of your deposit.
- g) The use of tobacco in any facility in any form is prohibited.
- h) The use of alcohol in any facility or public park is prohibited.**
- i) Glass beverage containers are not permitted in any facility or public park.
- j) BBQ's are not allowed under the Ramadas.
- k) Amplified music without authorization is prohibited. The Camp Verde Noise Ordinance is strictly enforced.
- l) No overnight camping.
- m) All statutes and ordinances of the Federal, State, County and Town shall be obeyed.
- n) Control of lights, keys, locks, locking of doors, gates, etc. will be the responsibility of the permit holder. Doors and gates left unlocked or lights left on could result in the loss of your deposit.
- o) Use of facility shall not include business or commercial activities, except by special agreement with the Public Works Department.

III. CLASSIFICATIONS

Class A – Town co-sponsored, Youth Sports, Non-Profit Groups, Churches, Schools and Civic Groups. Community members using the gym whose purpose is clearly for recreational use.

Class B – Individuals and groups using facilities whose purpose is clearly of a not for profit nature.

Class C – Profit making individuals, groups or organizations using facilities for raising money or whose purpose is clearly of a profit making status.