

**CITY OF ATWATER
VETERANS PARK PAVILION
RULES & REGULATIONS FOR PUBLIC USE**

The Veterans Park Pavilion is available to the general public to provide the community with a facility for residents and non-residents of Atwater to gather socially through various community functions and fund raising for non-profit community projects and local charity projects.

The following Rules and Regulations were established by the City of Atwater to govern the use of the Veterans Park Pavilion. Areas of policy not covered by such rules and regulations will be left up to the discretion of the Community Services Director.

RESERVATIONS

The Veterans Park Pavilion shall be available for reservation on a first come, first served basis. The Veterans Park Pavilion shall be considered reserved only upon payment of the deposit.

DEPOSIT \$156.00 (Cleaning/Damage Deposit)

The deposit must be paid at the time of reservation. The rental fee and certificate of insurance must be submitted to the Community Services Department no later than (10) working days prior to rental. The deposit will be returned by mail approximately two (2) to three (3) weeks after the event.

RENTAL FEES

Rental fees will be charged based on the address on the certificate of insurance.

CANCELLATIONS

If the activity is cancelled and fifteen (15) working days or more is given, a \$20.00 administration fee will be deducted from the deposit. If less than fifteen (15) working days is given, one-half of the deposit will be deducted from the deposit. The refundable fee or deposit will be mailed to the individual whose name and address appears on the original deposit receipt approximately two (2) to three (3) weeks after notification of cancellation. All fees collected are processed through the Finance Office and refunds must be made through the Atwater City Council warrant procedure.

IDENTIFICATION

Individuals renting the Veterans Park Pavilion must be 18 years or older. A photo with the applicant's address and birth date must be submitted at the time of the rental.

INSURANCE REQUIREMENTS

A certificate of liability insurance policy naming the City of Atwater, its elective and appointive boards, officers, agents, employees and volunteers as additional insured. This may be acquired through your own homeowner insurance carrier or through an insurance broker.

The following minimum amounts are required.

\$500,000.00 – Any event where no alcohol is served or consumed.

ALCOHOL BEVERAGES SERVED

No alcohol shall be permitted in the Veterans Park or in its related buildings or facilities without first obtaining a permit issued by the Atwater Chief of Police or his designee. No Exceptions.

In the event that eligible groups wish to sell approved alcoholic beverages in connection with their use of the Veterans Park Pavilion facilities, a permit must first be obtained from the State Department of Alcoholic Beverage Control, which is located at #31 East Channel, Stockton, California. A copy of the permit must be provided to the City of Atwater at least three (3) days prior to the event date.

CLEANING REQUIREMENTS

Includes building and adjacent parking facility.

Cleaning is the sole responsibility of the renter(s). The cleanup is to be performed by the end of the rental period. If City staff is required to cleanup, a two (2) hour minimum fee of \$60.00 will be assessed. Each additional hour will be assessed at the time and a half rate per hour. Renters failing to leave the facility or outside premise clean will be suspended from future use and must appeal to the Parks and Recreation Commission for reinstatement.

LIVE MUSIC AND/OR AMPLIFIED SOUND

No live music or amplified sound shall be permitted in the Veterans Park or in its related buildings or facilities without first obtaining a permit issued by the Atwater Chief of Police or his designee.

By your signature appearing below on this document, it represents your acknowledgement and acceptance of each and every condition set forth above and agreement to abide by each and every said condition.

Signature of renter or responsible party

Date