

City of La Vergne



Community Building Reservation Policy and Procedures Updated July 8, 2011

City of La Vergne
Parks and Recreation Department

“Commitment to Community”

294 Sand Hill Road, La Vergne, TN 37086
(615) 793-3224 Tel
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1. Introduction and Purpose

The La Vergne Parks and Recreation Department has established the following policies and procedures to ensure the safe and efficient use and the equitable availability of facilities managed by the Department.

Our primary concern is to see that our facilities are maintained for, used by, and kept available for use by La Vergne residents.

The City reserves the right to modify these policies and procedures and to develop and enforce such additional rules and regulations as may be required for the protection of the individual facilities, the facilities of the park, and the users and patrons of the facilities and the park.

2. Reservation Procedure

A prospective renter may call or stop by the La Vergne Parks and Recreation Department during normal business hours to reserve a date.

Community building reservations will only be confirmed upon submission of the following:

- Signed Facility Use Agreement
- Payment of appropriate deposit
- Payment of rental fees
- Signed Acknowledgement Form

The agreement and acknowledgement must be signed and returned to the office below, along with the deposit, within two (2) business days of making the reservation. The remaining fees and documents are due 14 days prior to the date of the function. If these obligations are not met, the City reserves the right to cancel the agreement and release the date. Payments can be made by cash, check, or money order (payable to La Vergne Parks and Recreation) or credit card.

Mailing Address: La Vergne Parks and Recreation Department
5093 Murfreesboro Road
La Vergne, TN 37086

Physical Address: 294 Sand Hill Road
La Vergne, TN 37086

Business Hours: Monday through Friday 8:00am-4:30pm
Saturday & Sunday Closed
(615)793-3224

3. Deposit Requirements

A \$200 refundable deposit is required to reserve the community buildings for all events.

A deposit is not required for park pavilion reservations.

The deposit is fully refundable after the event if the following criteria are met:

- There is no damage to the facility.
- There is no additional City staff time required to clean or repair the facility as a result of the event.
- The cleaning of the facility is completed per the checklist (see Page 7).
- The hours of use do not exceed those paid for and agreed upon in the rental agreement.
- Police or City staff intervention was not required as a result of the event.
- All polices (See Item 11, General) listed are met.

Hourly rate fee will not be refunded if actual use time is less than the rental period agreed upon in the Rental agreement. If the ending time exceeds the agreed upon time per the Rental agreement, a fee of \$1 per minute will be charged and deducted from the deposit. Therefore, reserved time should be chosen carefully.

The refund check will be mailed by the City of LaVergne Finance Department within 2-3 weeks after rental has occurred.

4. Alcohol and Illegal Substances in City Buildings or on City Property

There are absolutely **NO** alcoholic beverages allowed on City property at any time. If there are any drugs, alcohol, or weapons found on anyone during the rental of a facility, the police will be notified and your **deposit will be forfeited**.

5. Cancellation Policy

All monies paid less a service charge of \$15.00 will be issued back to the renter if the person renting the building cancels the rental at least 7 business days prior to the scheduled rental.

If the person renting the building cancels the rental less than 7 business days of the actual rental, \$40 will be deducted from the deposit.

If the person renting the building does not show up for the actual rental event, \$40 will be deducted from the deposit and the hourly fees will not be refunded.

6. Rental Rates

The Rental fee for the community buildings is \$25 per hour. Use of the Civic Auditorium or the Multi-Purpose Building requires a two-hour minimum rental. Half-hour increments will be prorated.

The reservation fee for the park pavilions is \$5 per hour. In the event of inclement weather, a rain check will be issued and can be utilized within one calendar year from the original reservation date. There will be no refunds.

7. Rental of Civic Auditorium or Multi-Purpose Building

No one may charge an entrance fee to visitors for admittance into the facility. Similarly, no parking fee may be charged.

- **Clean-up:** The facilities must be maintained and restored to the same condition as when entered. Refrigerator and stove appliances must be cleaned after use. All countertops must be cleaned. Tables and chairs must be returned to their designated area. The floors must be swept, vacuumed, and/or mopped. All trash must be placed in the proper trash receptacles. See cleaning check list.
- **Kitchen:** The kitchen is solely a warming kitchen and cannot be used for a major meal preparation.

8. Consecutive Building Rental

Any church or group wanting to meet on a regular basis, and is not a city sponsored event, is only allowed to meet for four (4) consecutive weeks per calendar year.

9. Rental of Pavilion

Reservation signs will be posted in the pavilion(s). However, please take a copy of your "Facility Use Agreement" with you for verification on the day of your reservation.

Pavilions are available at all other times on a first-come, first-serve basis.

- **Fees:** No one may charge an entrance fee to visitors for admittance into the facility. Similarly, no parking fee may be charged.
- **Rental of Pavilion:** Rentals only include the shelter area and adjacent grills, not the playgrounds or any other area around the pavilion. The general public is always welcome within the park.
- **Rain Outs:** If weather conditions prohibit use of the pavilion, you must notify the Parks and Recreation Office by phone no later than 4:30 PM on the first business day after the reservation day. Parks and Recreation will attempt to reschedule your group at no additional charges.
- **Clean up:** Please leave the park clean—sweep pavilion area, wipe off tables, and dispose of trash properly. Please return tables to their appropriate place under the pavilion.
- **Alcoholic beverages:** Alcoholic beverages are prohibited on City property.
- **Inflatable Structure:** Inflatable structures may be used at either pavilion, and a waiver form must be submitted along with agreement.
- **Excessive water usage:** There will be an additional charge for excessive water usage.
- **Refunds:** A refund will only be given if a cancellation is made at least 14 days prior to the reservation date.

10. Company and Large Group Picnics

Company or large group picnics wishing to rent a pavilion for a company picnic may rent either pavilion. There is a \$200 refundable deposit and a \$300 rental fee for company picnic use. If inflatable or other structures are used, a waiver must be completed and submitted along with agreement.

11. General

- The renter, as indicated on the agreement, agrees to be present for the duration of the event and responsible for the guests attending the event.
- The renter, as indicated on the agreement, must be 21 years of age.
- The renter, as indicated on the agreement, is responsible for the building.
- Money cannot be collected by the renter or anyone for entrance into the building during the rental.
- There shall be absolutely no exchange of money, tickets, or any other form of financial gain allowed during the rental.
- No alcohol, drugs, or weapons allowed on City property at any time.

12. Teen Parties

- Teen party rentals are limited to a **maximum of 50 teenagers**.
- Two (2) adult chaperones (age 21 or older) are required for every 25 teenagers.
- The City 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.
- If event exceeds the number of teens the event will be shut down.
- **No admission charge or collection of money or tickets is allowed prior or during the rental.**
- Teen parties must be at the Civic Auditorium.
- All teen party rentals must be end at 10pm.

13. Rental Assistants

A City staff representative will unlock the community building prior to the function and lock the community building after the function has ended according to the hours on the agreement. The representative will be available during the rental for any questions, emergencies or maintenance issues.

14. Kitchen

The kitchens are to be used for the warming of food and minor preparation only. Any food/beverage items left 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.

15. Decorations

Tacks, nails, screws, duct tape, scotch tape and masking tape are not permitted on walls. We recommend 3M Self-Stick Hooks or poster putty when attaching items to the wall. No decorations are allowed which would damage or discolor the facility or grounds. Any special decorations, activities, or amenities must have prior written approval from the Parks and Recreation Department. Open flames are not allowed inside any community building. All decorations must be fire resistant. Fees may be withheld from the deposit if City staff time is required to remove or dispose of any remaining decorations.

16. Structures

Inflatable structures, tents, dunking booths, and climbing walls are not allowed inside City community buildings.

17. Facility Restrictions

- 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 phone number and information.
- Smoking is not permitted inside City buildings. Guests may smoke outside where proper disposal containers are provided.
- Alcohol is not allowed on City property.
- Parking is restricted to designated areas only. Overnight parking is prohibited. Parking large trucks such as moving trucks and semi-trailer trucks on City property is prohibited. Vehicles are not to be parked on the grass or sidewalk. Damage done to the City property or building as a result of a vehicle will be charged against the refundable deposit and additional charges will be invoiced to the renter.
- The City reserves the right to restrict or limit access to the building during the course of the rental.

18. Live Animals

Live animals are not allowed inside City buildings with the exception of Seeing Eye Dogs and Police Canines.

19. Damages

The renter agrees to reimburse the City for all costs incurred by it in repairing 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 caused by the renter, sponsoring organizations and/or attendees. Reimbursement for such expenses that are in excess of the refundable deposit will be invoiced to the renter.

CLEANING CHECKLIST

The renter is expected to provide their own cleaning supplies to clean the facility. The City will furnish paper towels, bathroom tissue, plastic garbage bags, broom, mop, vacuum, and bucket. The rental assistant will assist you in locating these supplies at the community buildings. The following list is provided to assist you with meeting the facility cleaning requirements.

- Decorations removed from walls and ceilings and properly disposed of at the completion of the function.
- Tables and chairs wiped off, stacked neatly, and returned to storage area.
- Floors swept and mopped, if needed.
- Carpets vacuumed.
- Restrooms cleaned of all trash; toilets flushed.
- All debris around exterior of building disposed of properly.
- All dishes, utensils, and tableware removed from the facility.
- Stovetops and ovens cleaned.
- All sinks scrubbed and cleaned.
- All trash bagged and placed outside in cans.
- All food removed from the oven and refrigerator. Refrigerator wiped clean.
- All countertops cleaned.

Any items left in or on the property will be held for (2) business days, after which time, said items will be disposed of at the discretion of City staff.

If emergency maintenance is required during non-business hours, the rental assistant will be available for assistance.