



COMMUNITY CENTER RULES AND REGULATIONS

All prices and policies are subject to change

- **The City of Grandview is not responsible for accidents, injury, illness or loss of group or individual property.**
- The View Community Center rooms, pool, rock wall, and gymnasium may be reserved for a minimum for one (1) hour at one time.
- The City of Grandview requires proof of insurance coverage, at a City approved amount, when the activity is deemed potentially hazardous to life, personal injury or facility damages. This includes services, rental companies and other outside contractors.
- Rental groups may use only those rooms and/or equipment specifically designated on the rental agreement. (Agreements are non-transferable) **Rental groups are required to provide a credit card number at the time of the reservation. Your credit card will not be charged unless there are damages, violations of the Rental Agreement, or misconduct.** In the event that there is damage to the facility or equipment, you will be advised by the Parks and Recreation Department on the next business day, and will be assessed additional charges. **Rentals are required to pay 50% of the rental fee at the time of reservation. The remaining balance is due 14 days prior to the event. If your reservation is made within 2 weeks of the event, the entire balance is due along with all necessary paperwork. Should the final balance not be paid in full within 14 days prior to the event, your event will be cancelled. We reserve the right to refuse service.**
- Clients may add time at the beginning or end of their rental if the time is available, leaving a one hour gap in between the next rental. Any change in time must be made 10 weeks prior to the event and will be subject to a \$15 change fee. **After 10 weeks no time deductions can be made.**
- Client may add a room to their rental, if there is an additional room available, the appropriate fees will be charged for the additional room. The client, however, may not subtract a room from their rental, without incurring fees. The cancellation policy will be applied to each room that is canceled. The client may also be subject to an additional admin processing fee.
- In the event that the Client would need to change the date of their rental, the following policies will be followed. Date changes may be allowed, at the discretion of the Guest Services Coordinator and based on availability of facilities and staff. Date changes more than 6 weeks in advance of their current rental date, may be eligible to transfer their date with a \$50 change fee. Within 6 weeks, the date change will be treated as a cancellation and the cancellation policy will apply.
- **No Red, Purple, or Orange Beverages, Confetti, or Silly String is allowed. The use of any of these contraband items, in any form (paper; bird seed; rice; metallic cut-outs; red, purple, or orange beverages; etc.) is prohibited and will result in the cancellation of the event without refund.**
- Any **decorating**, covering or changes to the facilities should be discussed at the time of the rental application and put in writing as part of the permit. Scotch tape or masking tape use is allowed but must be removed following the event. No duct tape, nails, staples, screws, etc. are allowed for use on wall, tables, or other equipment/facilities. **Only drip-less candles are permitted.** Any candles in containers (votives, floating candles, hurricanes, etc.) are permitted.
- Client understands that the set up of the tables and chairs is to be completed two (2) weeks prior to the rental. This is to be communicated with and agreed upon with the Guest Services Coordinator and will require the renters' signature for validation. If the renter fails to submit the set up in the appropriate amount of time, the

Guest Services Coordinator will give them the standard set up. There will be no changes made to this on the day of the rental, with a fee incurred for the renter. The fee will be \$30 for a change of 1-6 tables or power and sound cords; a fee of \$60 for 7 or more tables changed; and a fee of \$90 for a custom set up.

- Replacement, relocation, or rearrangement of equipment other than tables and chairs is not permitted. The rental group shall be responsible for all decorating and other special preparations necessary for the event (as approved). **It is the responsibility of the rental group to inform the City of all equipment, caterers, or other special needs or uses prior to the event (i.e. grills, deliveries, use of dance floor, room set-up etc.)** Such requests must be made fourteen (14) days prior to the event in order to allow time for consideration and approval. Appointments must be set up at least two weeks prior to the event to test out DVD's and CD's.
- Rental groups with on-going reservations may reserve rooms for up to twelve (12) months at a time, with a maximum rental of one (1) day per week, and two (2) rooms per reservation, and not lasting longer than three (3) hours each.
- **Bands/D.J.'s and Caterers must depart at the designated time on your contract.** You will be charged for any additional time past your scheduled departure time.
- Maximum time allowed is until 12:30 a.m. on Friday and Saturday, 8:00 p.m. on Sunday, and 10:00 p.m. on Monday through Thursday.
- **Rental groups will be charged for all hours the room is being used, including decorating and clean-up time.** Failure to vacate the facility at the conclusion of the event will result in an additional charge of \$25.00 for every 15 minutes before or after your contract time. Clients need also be aware that leaving before your scheduled ending time does not result in a refund. You will not be allowed in rooms earlier or later than designated times on this reservation form.
- **Renter shall be responsible for the cleaning of litter and other material during and after the event.** The renter must clear all tables of debris, pick up all trash, remove decorations, dispose of all food, and take trash to the dumpster outside.
- The Kitchen area must also be cleared of all food and trash, floors swept and mopped, and counters wiped clean.
- Additionally, the permit holder is responsible for the cost to repair any damages to the facility, equipment or grounds.
- All outside vendors (caterers, D.J.'s bands, performers, florists, etc.) are also required to sign the outside vendor sheet and abide by all the policies.
- Groups composed of youth ages seventeen (17) and younger must be supervised by an adult/parent (25+) at a ratio of 1 adult for each 10 youth at all times. ** Parties for teens under the age of 18 must end by 11:30 p.m. to accommodate Grandview's Midnight Curfew. ** 2 Grandview Police Officers are required as a Security for the duration of the party, plus 30 minutes afterward for all teen parties (parties consisting of youth 13 to 17 years of age) at a cost of \$80 per hour in addition to the rental fee regardless of adult to youth ratio.
- Police Security will NOT be required to Wedding Receptions or other adult oriented events unless alcohol will be served. Grandview police security will be arranged by the View for the specific times that alcohol will be served. Alcohol consumption is to cease when the Grandview Police are no longer on the premises, should there be any signs of alcohol after the Grandview Police leave, Parks and Recreation Staff will terminate the reservation immediately without refund. If the Grandview Police stay after the allotted time on the contract, charges will be applied to the credit card on file to cover any additional costs.
- Smoking is not permitted anywhere inside the Community Center. Gambling is prohibited except as permitted by Missouri State Law and/or City of Grandview Ordinance.

- Animals (except seeing-eye dogs) are not permitted in the facility unless part of an authorized program.
- Parks and Recreation staff shall have the right to enter all rooms, any time, during the scheduled events. If any violations to the contract occur, the View staff has the right to ask any individual/group/party to leave the premise without any monetary restitution for unused rental time.
- The City of Grandview will not allow the use of its facilities to individuals/groups who charge admission for attendance to an event or who sell an item or product on the premises for profit. Violation shall result in closure of the event with no refund for unused rental time.
- Any group or person violating the established Grandview Parks and Recreation Rules and Regulations, or constituting a nuisance, may be requested to leave the facility. The misuse of the facility will be sufficient reason for terminating the agreement with no refund and lead to not being eligible for future rentals.
- All individuals requesting a reservation are held completely responsible, and must be 18 years of age or older.
- ** I have read, understand, and agree to the Rules and Regulations of this Reservation as outlined **

IN CONSIDERATION OF MY BEING ABLE TO USE THE FACILITIES OF THE CITY OF GRANDVIEW FOR MY EVENT, AND FOR AND ON BEHALF OF MYSELF, MY HEIRS, EXECUTORS, ADMINISTRATORS, PERSONAL REPRESENTATIVES AND ASSIGNS, I DO HEREBY WAIVE ALL CLAIMS FOR DAMAGE OR LOSS TO MY PERSON/PROPERTY AND ALL DEMANDS AND LIABILITY WHICH MAY BE CAUSED BY ANY ACT OR FAILURE TO ACT OF AND BY, AND I DO HEREBY RELEASE, DISCHARGE, AND HOLD HARMLESS, THE CITY OF GRANDVIEW, MISSOURI, THE OWNERS, MANAGERS, AND LEASEES OF ANY REAL PROPERTY ON WHICH SUCH PROGRAM MAY BE CARRIED ON, AND THEIR RESPECTIVE OFFICERS, BOARD MEMBERS, EMPLOYEES, AGENTS, INSTRUCTORS, CONTRIBUTORS TO SUCH PROGRAMS AND TRUSTEES OF AND FROM ANY AND ALL SUCH CLAIMS, DEMANDS, LOSS, DAMAGE, AND LIABILITY ALL OF WHICH ARISE OUT OF OR IN CONNECTION WITH MY PARTICIPATION IN THIS PROGRAM AND FACILITY. I DO FURTHER UNDERSTAND AND AGREE THAT THE ABUSE OR MISUSE OF ANY CITY FACILITY, OR VIOLATION OF ANY ESTABLISHED RULES AND REGULATIONS OF CITY FACILITY, CAN RESULT IN THE CANCELLING OF A FACILITY RESERVATION, FORFIETURE OF MY DEPOSIT AND/OR REFUSING THE USE AT ANY TIME, NOW OR IN THE FUTURE.

Client Signature: _____ Date: _____

Staff Signature: _____ Date: _____