

## MINDEN PARK

### POLICIES AND PROCEDURES

Minden Park is available year-round for public and private functions. Various organizations and individuals utilize this park for everything from weddings to exercise classes.

Minden Park includes two acres of park area plus a gazebo with a 50-person maximum capacity. The gazebo dimensions are 17 feet from the column to the outside rail. Tables, chairs, and a sound system are available upon request with a paid rental.

The Park is available for rent on a first-come, first-serve basis. As a public park, the Town cannot guarantee exclusive rights to the park grounds, with the exception of the gazebo.

It should be noted, Minden Park is typically mowed on Thursdays. Special arrangements can be made to change the mowing schedule for this park in preparation for rental.

#### I. GENERAL USE POLICY

- A. The applicant/responsible party must be at least 21 years of age.
- B. Groups or individuals using the Park must review and sign the Park Rental Application and the Park Rental Policy and Procedures and agree to be bound by the terms of both.
- C. Professional bonded security may be required at the discretion of the Town Manager.
- D. The sale of alcohol is prohibited in the Park unless the applicant making such request has obtained all necessary permits, including, but not limited to: liquor license under Title 5 of the Douglas County Code, and outdoor festival permit, if required.
- E. Unless the applicant has purchased the wedding package, rental of the CVIC Hall is separate. Use of CVIC Hall facilities is available for an additional fee.
- F. A set of tables and chairs are available for use in Minden Park. Tables and chairs from the Park may not be used in the CVIC Hall, and tables and chairs from the CVIC Hall may not be used in the Park.
- G. Renters are obligated to follow Nevada State Health Department rules for any food preparation and service at their gathering. **(Attachment A)**
- H. No storage of equipment, etc., will be allowed in the Park without specific written consent by the Minden Town Manager. The Town of Minden is not responsible for loss or damage done to equipment stored in the Park.
- I. Restrooms are open for public use during daylight hours in the summer, with extended hours available for paid rentals. For a public event, at the discretion of the Town Manager, Town personnel will maintain Minden Park restrooms with a corresponding charge. For private events, the renter will maintain the bathrooms during the course of the event. The Town may require the applicant supply portable restrooms dependent on the nature of the event and the anticipated number of attendees.

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J. Park rental includes the use of trash receptacles and dumpsters already on site. Additional dumpsters may be provided for a fee. Renters are responsible for emptying trash receptacles and replacing trash bags during and at the end of the event.

K. Amplified sound must be reasonable and not disruptive to the neighboring residents. Please be considerate of the residential character of the neighborhood and keep all sound / music at a reasonable level.

L. HOURS OF USE:

1. Public and Private Events. Rental hours are limited to daylight hours for two consecutive days.
2. Opening. Rental time begins at the requested time of check in specified on the application.
3. Closing. Rental time ends when the Park facilities are locked up by the designated Town employee. Renters are responsible for the security of Park facilities and equipment from the beginning of the rental until the facility is locked by the Town employee. Additional charges of no less than \$50 will be incurred if the renter leaves the park before the Town employee arrives to lock up.

M. TOWN EMPLOYEE CONTACT:

1. When rental begins, a Town employee will provide renters with park equipment use and cleaning instructions.
2. The Town employee is available by cell phone for opening and closings, and in case of any emergency.
3. Apart from the initial opening and final closing of the Park, there is a charge of \$25.00 for each callback of the Town employee. Renters with a wedding package are allowed two callbacks before the \$25.00 callback charge applies.

N. SET-UP:

1. Renter is responsible for the set-up of their event.
2. Use of motorized vehicles on the park grounds must be cleared through the Town office; Minden Park will not be permitted to be used as a parking area for vehicles. The applicant assumes any liability for damage to the lawn, sprinklers, etc.
3. Use of barbecues in the park is allowed on the concrete or street only. Ashes must be disposed of properly. Please do not put them on the ground. If a barbeque or other cooking device is used in or around the park, grease pans or similar protection must also be used. Grease must not leak onto concrete or street.
4. Electricity is available at Minden Park. Eight 20-amp circuits are located at the corner of 5th and Esmeralda. Nine 20-amp circuits are at the gazebo. Applicants are responsible for providing extension cords of adequate size and length for use with the electrical outlets.

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5. Canopies/Tents: Use of canopies and / or tents is limited to those with no permanent bottoms and those requiring stakes less than 10 inches in depth. At no time may tarps or any other type of plastic material be used to cover the grass.

6. Grass Marking: Water based paints used for marking athletic fields may be used to mark grass. No other paint may be used.

O. DECORATIONS:

1. Decorations that require nails, eyebolts, or staples may not be used.
2. Do not affix anything to the light fixtures or light poles in the Park.
3. All decorations must be removed in their entirety when the event is over.

P. CLEANING:

1. The cleaning instructions are as follows:

- Sweep gazebo floor.
- Restrooms are to be swept, sink/toilet fixtures cleaned.
- Tables and chairs wiped down and put away.
- Remove all decorations. Do not leave strings, tape, ribbons, etc.
- Remove ALL trash from gazebo, restrooms and all areas of park impacted by event.
- Empty ALL trash in trash receptacles into dumpsters provided and replace can liners.

2. When the Town employee arrives to lock up, there will be no further opportunity for cleaning. Facilities will be inspected AFTER the renters have vacated the facility.

3. **Private Events.** Renters are required to return the Park to the condition in which it was found. If the Park facilities need to be cleaned after the closing time, cleaning will be done by the Town employees and renters will be charged accordingly at the following rates:

Cleaning rates: \$25.00 Minimum charge  
\$50.00 per hour

4. **Public Events.** Renters are required to return the Park to the condition in which it was found. At the discretion of the Town Manager, Town Staff may clean restrooms facilities during the course of the event and/or after the event at the following rates:

Cleaning rates: \$25.00 Minimum charge  
\$50.00 per hour

5. Please report any damage or problems observed during the event to a Town employee before leaving the park. Renters will be liable for damages resulting from misuse or neglect.

Q. Pursuant to Douglas County Code, SMOKING IS PROHIBITED IN THE INTERIOR ROOMS OF THE GAZEBO.

R. Reasonable safety precautions must be observed. No electric panel should be tampered with or bypassed. Renter is responsible for safe and proper use of Park Facilities.

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S. The Town of Minden will not be responsible for lost, stolen or damaged property, or for injuries to or damage sustained by persons using Park Facilities.

T. Renter assumes responsibility for all accessible areas of the Park during the rental and will be charged for any damage caused to any area of the Park during that time. Activities must be conducted in a manner that avoids damage to Park Facilities. If damage occurs, the user will be billed for the actual costs of response, labor, and materials.

U. Minor children must be supervised at all times.

V. NOTICE: Any unlawful activity, including but not limited to serving or providing alcoholic beverages to minors, will result in the immediate termination of the Park rental without refund of deposit. Town employees are instructed to call law enforcement officers to respond to any unlawful or disruptive activity.

W. No modifications/changes will be made to any equipment or property of the Town of Minden at the facility during rental.

X. Renters agree to indemnify and hold harmless the Town of Minden from any liability arising from the use of the facility.

Y. Renters agree to accept all responsibility for anyone they have subcontracted for work, including but not limited to: caterers, cleaning services, disc jockeys, etc.

## II. RESERVATIONS AND PAYMENT

A. Reservation process: Individuals who desire to rent Minden Park Facilities must complete and sign the Minden Park application and agree to be bound by its terms. The Park is available for rent on a first-come, first-serve basis. Dates may not be reserved more than two (2) years from the date the application is completed and received by the Town Office. The Town will not guarantee a reservation until the deposit is received and a signed and completed application is on file in the Town office.

B. Rates

1. **General Rates, Public and Private Events:** \$25 per hour.

2. **Local Tax-Supported Agency Rate:**

a. Douglas County:

- Pursuant to an inter-local agreement for services between the Town of Minden and Douglas County: there will be no charge for use of Minden Park. A \$25 fee will be assessed for each opening and/or closing outside of normal business hours on these days. The renting agency is responsible for set-up, clean-up, and the security of the building. A \$50 fee will be assessed if the renter leaves the Park before the Town employee arrives to lock up. Any organization who does not exercise proper care for the facility during their rental may have their complimentary rental privileges revoked.

b. Other Qualified Entities (Local Tax-supported Agency, not Douglas County):

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- At the discretion of the Town Manager, there may be no charge for use during normal business hours 7:00 a.m. – 5:00 p.m., Monday – Thursday, excluding holidays. A \$25 fee will be assessed for each opening and/or closing outside of normal business hours on these days. The renting agency is responsible for set-up, clean-up, and the security of the Park. A \$50 fee will be assessed if the renter leaves the Park before the Town employee arrives to lock up. Any organization who does not exercise proper care for the facility during their rental may have their complimentary rental privileges revoked.

3. **Wedding package rate:** \$1,000 flat rate for a two-day rental of the CVIC Hall. Rental includes use of the Hall for two consecutive days and use of the gazebo in Minden Park if available. If the gazebo is available on the selected date, wedding packages must indicate at the time of the reservation if they intend to use the gazebo.

4. **Service club/non-profit organization rate:** A \$100 flat charge per day or a 50% discount (whichever is less) on all hourly rental fees applies for Douglas County service clubs and organizations operating under official non-profit status. At the discretion of the Town Manager, service clubs/non-profit organizations may request a fee waiver in exchange for goods and/or services of equal or greater value to the rental fees which would be assessed for the event. All requirements for deposits and insurance still apply.

5. **Non-use:** The CVIC Hall may be rented for non-use; however, all rental fees will apply. "Non-use" means renting the Hall to keep other potentially competing or diverting activities from occurring on the same day and time as a planned event outside the Hall in Minden Park. For example, to keep parking space available during a street fair, merchants may choose to rent the Hall for non-use.

6. Other negotiated rates:

a. All fees for the use of Minden Park will be waived for Minden Rotary. Priority is given to Minden Rotary for the use of the Gazebo.

b. No fee will be assessed for use of Minden Park by the Carson Valley Art Association for the Scarecrow Festival.

c. For employees of the Town of Minden a 50% discount will apply.

C. Deposits:

1. **General Deposit Requirements, Public and Private Events:** A refundable deposit of \$300 is required. The name and address on the deposit check must match the name and address on the proof of insurance.

2. **Local Tax Supported Agency:** At the discretion of the Minden Town Manager, a deposit may be required.

3. **Service club/non-profit organization:** A refundable deposit of \$300 is required.

4. If the application and deposit are received less than seven days from the scheduled date of the event, the deposit must be in the form of cash, cashier's check, or money order. The Town will not guarantee a reservation until the deposit and signed application are on file in

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the Town office. Checks should be made payable to the Town of Minden. **ALL DEPOSITS WILL BE PROCESSED IMMEDIATELY UPON RECEIPT.**

5. The deposit amount may be increased at the discretion of the Town Manager when the proposed use is likely to cause extraordinary post-activity cleanup efforts.

D. Payment:

1. 100% of all rental fees must be received at least ten working days prior to the rental or the reservation will be cancelled and a \$25 cancellation fee will be assessed. Purchase orders will be accepted from local public agencies.

2. **FINAL CHARGES WILL BE DETERMINED AFTER THE EVENT.** Any charges over the estimate shown on the application will be billed to the applicant and are due within 30 days of the revised invoice date. If the estimate shown on the application is lower than the actual charges, a refund will be issued.

E. Insurance:

1. Proof of liability insurance naming the Town of Minden as an additional insured is required. Renters must provide proof of \$300,000 liability insurance. Depending on the nature of the event, additional liability insurance may be required at the discretion of the Town Manager.

2. Proof of insurance must be submitted at least seven days prior to the event or the reservation will be cancelled and a \$25 cancellation fee will be assessed.

F. Refunds:

1. Deposits shall be returned to the applicant, pending an inspection of the reserved facility, subject to any and all claims for cleaning, repair, or other administrative fees. Deposits will **only** be sent to the name and address displayed on the original application and deposit check.

2. **PLEASE ALLOW 30 DAYS FOR RETURN OF DEPOSIT.**

3. If an event is terminated by the Town due to a breach of contract for any reason, no refunds will be issued.

4. In the event an individual or group fails to appear for the scheduled use or cancels with less than 48 hours notice to the Town's administrative office, the Town may choose not to issue a refund of the deposit.

5. Upon written request, a Local Tax Supported Agency or Service club/non-profit organization may request a deposit, minus all claims for cleaning, repair, or other administrative fees, be applied to the deposit requirement for subsequent events during the same calendar year of the original event date.

G. Cancellations

1. A minimum cancellation fee of \$25.00 may be assessed for cancellation of any event.

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2. In the event an individual or a group fails to appear for the scheduled use or cancels with less than 48 hours' notice to the Town's administrative office, the Town may choose not to issue a refund of the deposit.
3. If an event is cancelled as a result of an Act of God (i.e. natural disasters, heavy storms, etc.), fees will be waived or returned.

### **III. DISPUTE RESOLUTION:**

Any renter who feels aggrieved by any decision of a member of the Town Board or an employee of the Town during or relating to an event for which a rental fee has been paid to the Town may take such grievance to the Town Board at its next regular meeting upon proper notice.

**The Minden Town Board has approved these policies and will make no exceptions unless extenuating circumstances exist, as determined by Staff, at which point any decisions regarding a deviation from the policy must be made publicly at a regularly scheduled Minden Town Board meeting prior to the event, or at the discretion of the Town Board Chairman.**

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