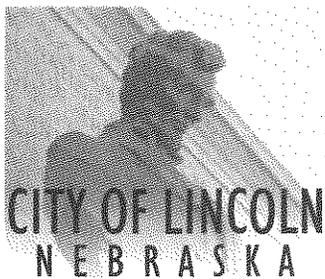


Jayne Snyder Trails Center
"The Jayne"
250 No. 21st

The Jayne Snyder Trails Center - "The Jayne", opened in the fall of 2012. Located adjacent to the Billy Wolff/Antelope Valley Trail and on Union Plaza at 250 No. 21, "The Jayne" serves as the hub for many of Lincoln's trails that connect in close proximity to the facility. It was built with donations from the Great Plains Trails Network and serves as a place to gather for trail users, public gatherings, meetings, receptions, festivals, and related uses. "The Jayne" is part of the Active Living Center that includes space for future retail use as well the Community Health Endowment Office which is located on second floor.

The facility was named after Jayne Snyder, a business owner, physical therapist, lifetime runner, City Council member, and person that dedicated her life to helping people and serving our community. She helped spearhead Lincoln's trails network raising private donations and chairing many fundraising campaigns.

The Jayne is available for rent. Details are attached.



Parks and Recreation Department
Lynn Johnson, Director
2740 "A" Street
Lincoln, Nebraska 68502

402-441-7847
fax: 402-441-8706
"Making Lincoln a Better Place to Live"



MAYOR CHRIS BEUTLER

lincoln.ne.gov

**SHELTER RESERVATION GUIDELINES
FOR JAYNE SNYDER TRAIL CENTER
Address: 250 No. 21st #1, Lincoln, Nebraska**

1. Rental fee: \$150.00 for 2 hours – each additional hour is \$75.00 per hour
2. Furniture available in the building: 12 – 6 ft. rectangular tables, 96 stackable chairs. Also a kitchen countertop and sink are available (with hot and cold water). Restrooms are available adjacent to rental space.
3. No reservations are made prior to payment being received. You will receive a copy of your reservation application upon us receiving your reservation fee.
4. Your reservation time MUST include your setup and cleanup time. Please do not start setting up before your scheduled reservation time and be sure you are finished by your scheduled ending time. Remember to allow plenty of time for cleanup.
5. **MONEY EXCHANGED ON PARK PROPERTY:** The Director of Parks and Recreation must approve any exchange of money on park property prior to the event. The City of Lincoln, through the Parks and Recreation, retains a percentage of the gross receipts (before expenses) accordingly:
 - Twelve percent (12%) from for profit organizations.
 - Two percent (2%) from non-profit organizations. A copy of a non-profit organization's 501(c)3 form must be given to the Department.

A written report of receipts and disbursements, together with other information the city may require, must be submitted to the department within ten (10) days after the event.

A certificate of insurance is required to obtain approval to exchange money on parkland. Said insurance shall be in the minimum amount of \$1,000,000 aggregate and must list the City of Lincoln as additionally insured..

BANDS: To be reviewed on a case by case basis.

6. A refund will be granted upon completion of a refund request form prior to seven (7) working days before any reservation date. A \$25.00 processing fee will be assessed to all refunds. NO REFUNDS will be given after your reservation date has passed.
7. A \$150.00 deposit is required to rent this facility and for key check out. Keys should be returned on the first working day after the shelter use. Office hours are Monday-Friday, 8:00 a.m.-4:30 p.m. Or you may put the key in the drop box located to the left of the front office.
8. Time is left in between reservations to allow for cleanup/damage assessment. Once no cleanup and/or damage costs have been verified, the \$150.00 deposit will be returned. Deposits will be mailed to the renter within seven (7) days after the key is returned.
9. A weekly reservation report of parties using the facility is given to the respective district supervisor, the Assistant Director/Parks Operations, and the Director.
10. All floors, tables, kitchen facilities, restrooms and litter should be cleaned up by the renter after each shelter use. Brooms, mops, trash bags and other cleaning products are provided. Trash containers should be emptied into the dumpster on the north side of building. All windows, shutters and doors are to be closed and locked after usage.
11. Absolutely no alcohol is allowed in the building or park.

Jayne Snyder Trails Center
Active Living Center

