



## RECREATION CENTER RENTAL REGULATIONS

### 1. Priority of Department Programming

Parks and Recreation Department programs have priority use of recreation centers. Rentals may be scheduled at those times when department activities are not scheduled. The Department reserves the right to cancel previously approved facility rentals if the need arises.

### 2. Appropriate Rental Uses

Rental use is limited to activities determined to be recreational in nature. Acceptable uses are ones similar to what our department would normally conduct. Examples include, but are not limited to, basketball practice, dances, parties, reunions or meetings.

### 3. Renter's Collection of Money on Site

No fees or donations may be collected by the renter on City property unless a Permit has been granted by the City of Lincoln to do so (as per ordinance 12.08.320 of City Code.) The Permit to Conduct Business on Park Property has a fee of \$10.00 and an insurance requirement, which should be filled out with other rental forms provided by the center staff. Depending on the activity or the nature of the rental, a Special Use Permit and a License may be required.

### 4. Rental Rate and Arrangements Effective September 1, 2015

Center	Phone All Area Code (402)	Address	While Open Room Rental Rate Per Hour	After Hours Center/Lobby Rate Per Hour	After Hours Gym/Lobby Rate Per Hour	Whole Building Rate Per Hour
Air Park *Belmont Calvert Irving	441-7876 441-6789 441-8480 441-7954	3720 NW 46 <sup>th</sup> 1234 Judson 4500 Stockwell 2010 Van Dorn	\$30	\$57	\$57	\$89
Ager Play Center	441-6792	1300 S. 27th	\$32			\$83
Easterday	441-7901	6130 Adams	\$30	\$46	\$46	\$57
F Street	441-7951	1225 F Street Large Conf. Small Conf.	\$30 \$21	\$57*	\$57*	\$115**

\* Some Areas Excluded

\*\*1<sup>st</sup> Floor only \$115 (some Areas Excluded) 2<sup>nd</sup> Floor only \$57 (some areas excluded)

- Rental arrangements should be made at least two (2) weeks in advance of the reservation date.
- **The Rental period must include set-up and clean-up time.**
- The Department reserves the right to increase the per hour rental rate. Renters will be given at least thirty (30) days notice of an increase.
- A center supervisor will be on site during all regular rentals.
- See #6 "Special Rental Arrangements" for additional fee information.

## **5. Cancellations and Refunds**

Refund requests are subject to a \$15 service charge and must be made at least seven (7) working days prior to reservation date.

## **6. Special Rental Arrangements**

At the Center Director's discretion, supervision by department personnel may be waived for the renters who have demonstrated a high degree of reliability in the past. The rate will be reduced by \$8.50 per hour for renters who qualify for *Special Arrangements*. A key(s) for the center will be checked out to the person responsible for the rental. A \$15 deposit will be required for each key. Keys are to be returned the first working day after the rental. Renters with ongoing usage may retain the key until the term of the rental agreement has ended.

"*Special Arrangement*" renters are financially responsible for any lock changes or key replacement if it becomes necessary due to lost, copied or stolen rental keys. These renters have total responsibility during the use, for facility clean-up following each use, and for securing the facility at the conclusion of the activity.

## **7. Set-up and Clean-up**

All renters are responsible for initial set-up and for clean-up immediately following use. Set-up and clean-up time must be included in the rental time.

## **8. 11 pm Park Closing Regulation**

All centers must be closed and the premises vacated by 11:00 pm. User-owner equipment must be removed by this time. Any exception to the 11 pm rental and/or equipment deadline must be granted prior approval by the Director of Parks and Recreation. To receive this approval, a written request must be submitted to the Director at least two (2) weeks in advance. Attach request to the facility use application. Additionally, if more than 150 people will be attending an event that ends after 11:00 p.m., an additional fee of \$40.00/hr. will be charged to cover the cost of an off-duty Lincoln Police officer.

## **9. Responsibility for Damage**

In the event of damage to the facility and/or equipment, it is the financial responsibility of the renter to replace or repair such items.

## **10. Alcoholic Beverages**

Alcoholic beverages are not permitted on City property.

## **11. State Fire Regulations**

Renters must abide by State Fire Regulations. Capacity maximums have been established for each of the recreation centers, and for specific areas within those centers. Attendance at the rental functions must be limited to these maximums. Rental request with attendance estimates that exceed these maximums will not be approved. Smoking is not allowed in any City building. Smoking is not allowed during rentals.

## **12. Compliance with Rules during Rentals**

Renters must abide by rules and regulations that pertain to the areas and equipment being used at the facility. If, during the course of the rental period, the activity is considered to be out of control or not in accordance with the purpose for which it was rented, the rental will be immediately terminated and any unused portion of the rental fee will be refunded, subject to payment for any damage that may have occurred.

## **13. Additional Stipulations for Youth Groups**

Renters for youth activities are required to comply with the additional supervision stipulations "Guidelines for Youth and Chaperones at Youth Oriented Social Events" and "Chaperones for Youth Group Use."