

PLEASANT HILL FACILITY USE POLICY

General Policy Information

All reservations are made at Pleasant Hill City Hall. Reservations will be granted on a first come first serve basis. In the event of reservation conflicts, priority shall be given to the city sponsored event. City sponsored events, library, elections and league signups are not required to pay rent nor provide a damage deposit for facility use but must complete and submit the facility use agreement to guarantee reservation. All other parties must complete and submit the facility use agreement and make full payment to guarantee reservation. Local leagues must have a lease agreement established with the city for the use of specific ball field facilities and are encouraged to provide accommodations for access to such areas when not in use. Refunds of rental fees, less a \$10 cancellation fee for outdoor facilities and a \$50 cancellation fee for indoor facilities, will only be granted with just cause. Cancellations must be made 30 days prior to the reserved date in order to receive a refund. Appeals for refund can be made to the Park & Recreation Commission. If the renter does not abide by the facility use policy, the renter will no longer be allowed to rent any facility of the City of Pleasant Hill. The City of Pleasant Hill reserves the right to refuse and cancel any rental at any time. Discrepancies and requests that are not consistent with this policy will be reviewed by the Park & Recreation Commission.

Indoor Facilities Use Policy

Smoking and alcohol is prohibited in all indoor facilities. Indoor facilities can be occupied after 5:00 a.m. and must be vacated by midnight. Keys need to be picked up at city hall, during regular business hours. The contact person shall return the key to the City Hall no later than 4:00 p.m. of the next working day. If the key is lost or stolen the contact person is responsible for the cost of changing the locks & keys on the facility. The contact person is responsible for reporting any loss or damage, including loss of key, to the Pleasant Hill Police Department at 265-1444.

All parties represented by a resident of Pleasant Hill other than city sponsored events, library, and elections must provide an indoor facility security deposit of \$250 which must be paid at the time the key is picked up. Parties not represented by a Pleasant Hill resident must provide a security deposit of \$500. Requests to lease the youth center shall be reviewed by the city’s park and recreation division and police department prior to approval. The entire deposit will be retained by the City of Pleasant Hill if the condition of the facility is not left in accordance to the facility inspection form, or if the City of Pleasant Hill police department is required to respond to calls of disturbance at the facility. After a second response from the police department the event will be closed down and the deposit automatically forfeited. The renter should complete the facility inspection form and return it with the key. The deposit will be returned upon completion of facility inspection and verification from the police department of no incidences. The deposit will be returned no sooner than two working days after the event. No furniture, equipment or any other item may be removed from the interior of the youth center. The city reserves the right to deny access to the youth center at the city’s sole discretion.

Monday through Thursday – Charged a 4 hour minimum. **Friday through Sunday– Charged at daily rate.**

Indoor Facilities Details	Class A *	Class B *	Class C *
YOUTH CENTER - 5050 Doanes Park Road - Accommodates 250 people. The facility includes twenty 60 inch round tables, 140 chairs, pop machine, restrooms, an additional meeting room, and a full kitchen with refrigerator, stove, and service window.	\$25/ hour, \$165/day (8 hrs free/mo Monday-Thursday)	\$45/hour, \$325 /day	\$55/hour, \$440/day

*** Rental Classification for Indoor Facilities**

- Class A:** Activities of Non-Profit Groups including, but not limited to, civic and service, government, religious, scout and youth organizations. Must possess a 501.C3 certificate as defined by the Internal Revenue Service. For purposes of determining nonprofit status, a tax exempt identification number and/or organizational or event budget may be requested at the time the rental reservations are made.
- Class B:** Meetings, Private Parties, Receptions, Reunions. Private interest groups who charge admission and dues for their own purposes. Businesses conducting in-house training for their own employees
- Class C:** Commercial businesses soliciting customers for sales.

Outdoor Facilities Use Policy

Park hours are 5:00 a.m. to 10:00 p.m. Reservations can be made seven days a week from mid-April through mid-October. Sole use of the shelters is guaranteed only for the time reserved. Renting a shelter does not guarantee the use of the fields or sole use of the rest of the park structures or facilities. Keg beer of any size, party balls, hard liquor, or glass containers are not allowed in the parks. Contact person shall agree to (1) Remove and dispose of decorations. (2) Place all picnic tables in an orderly fashion within the shelter. (3) Survey the restrooms and grounds and dispose of non-contained trash that may have been left by their guests. (4) Dispose of all garbage in the dumpster or trash cans provided by the city.

Outdoor Facilities Details	Rental Rate
DOANES PARK SHELTER 1 – 451 South Pleasant Hill Blvd - Electricity, picnic tables, grills, water fountain, playground, swings, and public restrooms.	\$30/day
DOANES PARK SHELTER 2 - 5000 Doanes Park Road – No electricity. Picnic tables, grills, water fountain, playground, and swings, basketball hoop. Public restrooms within the park. (No Electricity)	\$20/day
SUNRISE PARK SHELTER - 5400 E Oakwood Drive - Public restroom, water fountain, picnic tables, grills, playground, swings, two basketball courts, ball diamond, and soccer fields. (No Electricity)	\$30/day
COPPER CREEK LAKE PARK SHELTER– 4500 E University Ave – Electricity, picnic tables, grill, water fountain, playground, portable restroom, several commercial businesses nearby.	\$30/day

Ball Field Lights Use Policy

Pleasant Hill Parks and Recreation encourages community use of the facilities when they are not in use for city sponsored events, league play or previously scheduled tournaments. The city does not provide reservation services for the ball fields except when it is necessary to use the lights. In such cases a “Ball Field Light Use Agreement” shall be submitted. The lights for the ball field at Doanes Park are available for rent at \$40 per evening. Lights must be off by 10:00 p.m. A use agreement must be completed prior to issuing a switch key for the lights.

The ball light key shall be picked up at city hall, during regular business hours the day of the event. For weekend rental, keys may be picked up on the Friday prior to the event. A ball light key deposit of \$50 must be paid at the time the key is picked up. The entire deposit will be retained until the key is returned. The contact person shall return the key to the City Hall no later than 4:00 p.m. of the next business day. If the key is lost or stolen the contact person is responsible for the cost of changing the switch & keys on the facility.

The contact person is responsible for reporting any loss or damage, including loss of key, to the Pleasant Hill Police Department at 265-1444.