

Youth Center Use Agreement & Policy



City of Pleasant Hill

5160 Maple Drive, Suite A, Pleasant Hill, IA 50327
 Phone: 515-262-9368 Fax: 515-262-9570
 After Hours: 208-5216

RESERVATION INFORMATION: *Please note that Start and Exit times must include time used for set-up and clean-up.

Event Date: Month/Day/Year	Start Time	Exit Time	Total Hours	Total Charge

Contact Person _____ Group or Organization _____

Purpose of Event _____ Estimated Attendance _____

Address _____ City _____ State _____ Zip _____

Day Phone _____ Evening Phone _____

RELEASE OF LIABILITY

The undersigned, being of legal age and in consideration of the opportunity to use certain facilities of the City of Pleasant Hill Parks and Recreation Division, and to participate in the activity identified above, hereby agree to assume full responsibility for any risk resulting from participation in any activity and I further agree to indemnify and hold harmless the City of Pleasant Hill, the Parks & Recreation Division, their officials, officers, employees, agents, and representatives from any and all claims, causes of action, demands, and expenses of every kind, resulting from or relating to a third party or his/her property, arising out of use of the facilities or relating to the activity which is the subject matter of this executed form.

Further, I have read and understand the Park Regulations, as codified at Chapter 47 of the City Code, and the Pleasant Hill Parks and Recreation Facility Use Policy, and agree to abide by them to ensure that other invited participants abide by said regulations and conditions, to assume responsibility for any theft, loss or damage of equipment, facilities and grounds as a result of such use, and to fully reimburse the city for the expense of any theft, loss or damage, including excessive cleanup.

CONDITIONS

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 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 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.

Refunds of rental fees, less a \$50 cancellation fee, 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 will be reviewed by the Park & Recreation Commission.

RENTER'S Signature _____ Date _____

CITY REPRESENTATIVE'S Signature _____ Date _____

Make checks payable to the City of Pleasant Hill

Rental Paid _____ Cash _____ or Check # _____ Receipt _____ Processed by _____ Date _____

Deposit Paid _____ Cash _____ or Check # _____ Key Number _____ Processed by _____ Date _____

Key & Deposit Return Date _____ Deposit Returned To Whom _____ Processed by _____

Deposit Retained (explanation) _____ Deposit Retention Authorized by _____ Date _____

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 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 72 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.

Youth Center Inspection Form

grow. play. live.



City of Pleasant Hill

5160 Maple Drive, Suite A, Pleasant Hill, IA 50327

Phone: 515-262-9368 Fax: 515-262-9570

After Hours: 208-5216

To assist in your care and cleaning process please:

1. Use this inspection form and return it with your key
2. Upon entry, survey the entire facility and identify all security and cleaning issues that are not OK according to the list below.
3. Report all damage and/or unacceptable conditions immediately.
4. For concerns please refer to the numbers listed at the top of this page.

	ENTRY OK	EXIT OK	COMMENTS
Refrigerator, freezer and oven empty and wiped clean (All food and beverages removed)			
Floors dry mopped and if needed, wet mopped			
Entry and fire place rugs vacuumed			
Walls and kitchen cupboards wiped clean			
Tables, chairs, sinks and countertops wiped clean			
All garbage (including restroom's) taken to dumpster (Re- line receptacles with new bags) (Dumpster lids should be closed)			
Used cloths & towels rinsed & left to dry in janitor closet			
Tables & chairs placed in the storage room			
Lights in the Main Hall are shut off (All others are on sensors)			
Restrooms toilets flushed and cleaned			
Restroom sinks wiped clean			
Fire Exit door inspected to assure that it is securely shut			
Fireplace shut off			
Front door locked			
Survey the grounds and dispose of trash that may have been left by your guests.			
Cleaning closet equipment cleaned, emptied and stored			

Note: Decorations are prohibited on the walls or ceiling

Your input is important to us. We appreciate any recommendations that would help make the rental experience better.

Signature

Date