



PARKS AND RECREATION SPECIAL EVENTS POLICY

- 1 – Parties renting municipal facilities agree to leave the areas in the same order and cleanliness as they were found.
- 2 – Parties renting municipal facilities are responsible for set up and take down of tables and chairs.
- 3 – The Town of Pinetop-Lakeside reserves the right to cancel any reservation previously scheduled to any organization with a 24-hour advance notice. A full refund of deposit and rents paid would be made to the renter.
- 4 – Extra property owned and used by renter shall be removed from the municipal facility immediately after the rental period. The Town is not responsible for property left in the municipal facility during or after rental period.
- 5 – The waiving of rental fees shall only be granted by approval of the Parks and Recreation Director, Town Manager, or Town Council.
- 6 – Municipal facilities rental cannot be scheduled for more than 12 months in advance.
- 7 – Hold Harmless Agreement: The authorized representative executing the contract application attached, in consideration of receiving permission to use municipal facilities for himself/herself and the organization represented and its members, releases the Town of Pinetop-Lakeside, its Town Council, employees, and agents, from all claims and liability arising from or during the use of municipal facilities, and agrees to indemnify and hold harmless said release parties from all claims of any nature.
- 8 – Insurance: The Town shall require combined single limit coverage for bodily injury and property damage. A current certificate of insurance must be attached to the rental agreement with policy limits of not less than \$1,000,000.
- 9 – Parkland Facilities Fee Schedule (per hour/per day): See Fee Schedule.
- 10 – Violation of any of the rules and regulations so stated may result in forfeiture of deposit and loss of future rights to rent municipal facilities.
- 11 – All fees are payable in advance or by agreement.
- 12 – An agent or lessee of event shall provide supervision for each event.

On-site supervisor shall:

- Be a competent adult
- Be capable of communicating an emergency to the proper agency
- Be familiar with the building(s)
- Be capable of assisting people to exits during an emergency
- Be capable of operating on-site fire appliances

13 – Parking shall not be allowed that would obstruct exits or ingress, or emergency vehicles and personnel.

14 – Other safety requirements may be required because of the nature of the event.

15 – An approved, no fee, sign permit shall be obtained for all temporary signs with the Community Development Department before installation of such signs.

No sign shall be constructed or erected in such a manner as to interfere with or confuse traffic, or present a traffic hazard.

16 – Compliance with all Rules and Regulations as listed for Use of Municipal Parks or Facilities Ordinance No. 96.