

# **Dalton Gardens City Hall Use Restrictions and Reservation Policy**

June 1, 2021

## **Reservations**

The meeting rooms at Dalton Gardens City Hall may be reserved for use up to one year prior to an event. Reservations are made on a first-come, first-served basis. City Hall is not available for reservation during regular business hours. Only the basement is available for reservation. Reservations shall require approval of a reservation application filed with the City Clerk, along with the required reservation fee, at least 5 business days prior to the proposed use date. Reservations are non-transferable. For the year 2021, reservations which are already on the Community Calendar will be honored.

Reservations are non-transferrable. The City may also require a refundable cleaning/ damage deposit, to be returned in full if no clean-up or repairs are required to be completed by the City after the event. The City may also require that the party responsible for the reservation reimburse the City for staff time (as overtime) for staff to be present during non-business hours.

If the event will result in attendance of 50 or more persons, an event permit (in accordance with City Code Title 3, Chapter 7) shall be required prior to acceptance of the reservation. Reservations for large events should be made 45 days in advance.

Cancellations of reservations may occur at any time prior to the event. The reservation fee shall be non-refundable, regardless of the timing of the cancellation. No refunds or credits will be given if inclement weather conditions prevent use of the facility. The City may cancel the reservation with no notice if the City needs to use the facility for City business (all reservation fees will be returned in such a circumstance).

## **Rules for use of the facility**

City Hall must be left in the same or better condition than existed before any event or use of the facility. Any clean-up work or repairs by the City will be charged against the cleaning/ damage deposit. If the cleaning/ damage deposit does not cover the cost of cleaning or repairs, the person or entity that made the reservation shall be liable to pay the balance of the costs.

The use of any City facility shall be at your own risk. The City of Dalton Gardens does not assume any liability or responsibility for injury or for any loss, theft or damage to personal items.

The applicant is responsible for the behavior of all guests attending the event. Vehicle parking is limited to the adjacent parking area only.

No smoking is allowed on City property. No alcohol is allowed at City Hall without City

Council approval.

Only non-profit activities are permitted.

Users shall comply with posted fire-code capacities. Cooking is not allowed.

# TERMS OF SERVICE

June 1, 2021

The Dalton Gardens Horse Complex, Ward Newcomb Memorial Park and the Dalton Gardens City Hall are community assets paid for and maintained by the residents of Dalton Gardens. The terms of service expand on the requirements contained in the Dalton Gardens Reservation Policy and are intended to emphasize the obligations of the parties. If there is a material difference between the Reservation Policy as adopted by Ordinance and the terms of service, the Ordinance governs.

## 1. Fees

City Hall – basement reservation fee (resident of Dalton Gardens)	\$25.00 per day/evening
City Hall – basement reservation fee (non-resident of Dalton Gardens)	\$200.00 per day/evening
City Hall – basement Cleaning/damage deposit (to be refunded in full if no damage occurs and no cleanup is required)	\$250.00
City Hall – Staff time (if required to monitor event or open/close building, required for non-resident use.)	\$45.00 per hour
Ward Newcomb Park – gazebo reservation fee (resident of Dalton Gardens)	\$25.00 per day/evening
Ward Newcomb Park – gazebo reservation fee (non-resident)	\$200.00 per day/evening
Ward Newcomb Park – Cleaning/damage deposit (to be refunded in full if no damage occurs and no cleanup is required)	\$350.00
Horse Complex – reservation fee (resident of Dalton Gardens)	\$25.00 per day
Horse Complex – reservation fee (non-resident)	\$200.00 per day
Horse Complex – cleaning / damage deposit (to be refunded in full if no damage occurs and no cleanup is required)	\$350.00

- The employees of Dalton Gardens determine if the facility is left sufficiently clean and undamaged. All charges for clean up and repair will be taken out of the deposit. If the cost of clean up and/or repairs exceeds the amount of the deposit, the excess charge will be billed to the person making the deposit.
- The use of any City facility is at your own risk.
- Take all of your garbage with you.
- Tacking decorations or signs to structures or trees using staples or nails is not permitted. All decorations and signs must be removed at the end of your event.
- Do not use the sound equipment in the City Council Chambers.
- As applicant, you are responsible for the behavior of all guests attending the event.
- Access to the bathroom for the park is located in the auto shop and is only available dawn to dusk.
- Bouncy houses are only allowed with special permission.
- Parking is only permitted in the designated parking areas. There is no on street parking allowed in Dalton Gardens.
- Picnic tables must be put back in place or you will be charged a fee for moving them.

12. Ward Newcomb Park closes at 10:00 p.m.

13. All keys must be returned in the security lock box next to the front door of City Hall. All doors must be closed and locked and all lights turned off at the end of your event.

14. Please respect fellow users of all Dalton Gardens facilities.

Thank you