

City of Green River
City Council Meeting
Agenda Documentation

Preparation Date: July 15, 2016	Department: Parks & Recreation
Meeting Date: August 2, 2016	Department Head: Brad Raney
	Presenter: Brad Raney

Subject:

Acceptance of the updated Expedition Island Pavilion Rental & Key Checklist

Background/Alternatives:

The Expedition Island Pavilion Rental & Key Checklist is inclusive of Administrative Policy #88 and is utilized when renting out the facility. This checklist explains where items are and what can and cannot take place to or in the facility during rentals. This is a condensed version of the existing checklist. This checklist is used as documentation when assessing use of the Pavilion.

Attachments:

Expedition Island Pavilion Rental & Key Checklist

Fiscal Impact:

None

Staff Impact:

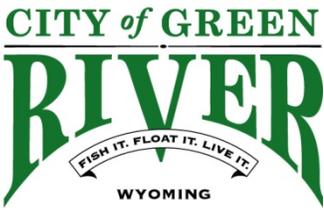
None

Legal Review:

Not Applicable

Suggested Motion:

I move to accept the updated Expedition Island Pavilion Rental & Key Checklist.



Pavilion rental hours are:
Full Day - 7:00 AM to 1:00 AM
Half Day – 7:00 Am to 3:00 PM OR 4:00 PM – 1:00 AM
Music & alcohol services must end by midnight
Building must be cleaned and vacated by 1:00 AM

Renters must be at least 21 years old

Expedition Island Pavilion Rental & Key Checklist

Pavilion Employee performing the "walk through" _____ Date _____

Key # _____ Rental Date _____ Time In _____ Time Out _____ Wi-Fi Password (Not Provided) _____

Function _____ Number of Guests Expected _____

The following has been shown and/or explained to me:

- _____ The handi-cap switch. Turn off handicap switch at end of rental
- _____ The location of light switches to include: security, stage spotlights, mirrored ball.
- _____ Rental key access areas.
- _____ Kitchen, kitchen equipment and manuals, wet bar and bathrooms.
- _____ Extra supplies, cleaning supplies and outside dumpster locations.
- _____ Windows are to remain closed at all times.
- _____ Do not prop open doors.
- _____ Smoking is prohibited
- _____ No dance wax or powder on the floor.
- _____ No bikes, skates, skateboards, roller blades, etc. of any kind are allowed in the pavilion.
- _____ Tables and chairs **MUST** remain in the building.
- _____ Use carts when moving tables and chairs, **DO NOT** drag them across the floor.
- _____ Ladders not provided and use of lifts are prohibited.
- _____ Staples, tacks, push pins can be affixed to the tack stripping **ONLY**, hooks, nails, screws, etc., are not allowed.
- _____ Ice Melt and Shovel (when applicable)
- _____ Clean spills and/or ice melt immediately with paper towels, and then use supplied mop & bucket with **WATER ONLY**.
- _____ Upon completion of rental, wipe off and restack tables and chairs, take out all trash/garbage to the dumpster.
- _____ Make sure all items brought in for my rental will be removed at the end of your rental.
- _____ Direct caterers/suppliers to remove their items by the end of my rental.
- _____ Ice Melt and Shovel (when applicable)
- _____ Broken or missing items i.e. chairs, tables, trash cans, etc. may be withheld from your deposit.
- _____ Check all exit and rental-access area doors to make certain they are securely locked/latched before you leave.
- _____ Return the Pavilion rental key to the Parks and Recreation Department office at City Hall the next business day.
- _____ If the Police Department is called to the Pavilion because of disruptive behavior, the Renter may be billed separately for the call-out.

Renter will use the following:

Wet Bar _____ Wet Bar Ice Machine _____

Kitchen _____ Kitchen Ice Machine _____

*Range _____ *Grill _____

**Range and grill will not be available for use during your rental, unless you check it now.*

After hours contact: _____ at _____

Comments/Notes:

I have read and accept the terms specified above.

I verify that I am 21 years of age or older and acknowledge that the rental deposit may be withheld in part or in its entirety and the Renter may be banned for up to one year from renting the Pavilion for failure to comply with any portion of the terms outlined in the Pavilion Rental Agreement or the Pavilion Rental & Key Checklist.

Signature of Renter Date

Distribution: Original – Parks and Recreation Department Copy 1 - Custodian Copy 2 - Renter