

Regulations for the Use of Neighborhood and Regional Centers 2019

The Neighborhood and Regional Centers of the Parks and Recreation Services Department are open to the public without consideration of race, color, sex, national origin or of any type of disability.

The Parks and Recreation Department observes the following rules and regulations when permitting the use of Neighborhood and Regional Centers to adults ages 21 and over.

1. The Parks and Recreation Department permits the use of Neighborhood and Regional Centers for banquets, dances, family reunions, weddings, receptions, repast, basketball games and practices.
2. Permit requests must clearly identify the intended use of the center. The Parks and Recreation Department will issue permits on a **first come, first serve basis**
3. Event sponsors must submit the completed permit application, fees and security conformation if applicable to the Parks and Recreation Services Supervisor at least **one week prior** to the scheduled event date.
4. It is the responsibility of the staff of Parks and Recreation Department to safeguard the center's property and equipment during periods of approved usage. **Damages to building or equipment will be billed to permit signatory.**
5. The Parks and Recreation Department must approve the sale of concession items when the permit application is submitted for review.
6. Parks and Recreation Department, Neighborhood and Regional Centers **prohibits all alcoholic beverages**, drugs, or gambling devices on site. The use of items such as confetti, silly string and duct tape are also prohibited in building.
7. An event sponsor must request needed center equipment at the time of the permit application. The sponsor must also request approval to bring in additional equipment for the event. All equipment brought in by the event sponsor must be removed immediately after the event.
8. This permit does not include non-designated areas, center kitchen utensils, piano, game or steam tables. Should there be any concerns about permit, the event sponsor is expected to contact staff.
9. All permits should start on time and be completely finished by ending time; this includes clean-up, removal of personal items and equipment. All permits must end by 12:00 midnight.
10. Building permits are available for the activities listed below; the fees are as follow:

A.	Gym	\$25 per hour for basketball practices – City Resident \$28 per hour for basketball practices- Non City Resident \$30 per hour for basketball games/tournaments- City Resident \$35 per hour for basketball games/tournaments-Non City Resident
B.	Reunions/Wedding Receptions	\$85per hour – City Resident \$110 per hour- Non City Resident
C.	Dances- No ticket sales at the door (Invitation only) Must be approved by coordinator and security confirmed.	\$60 per hour – City Resident \$65 per hour – Non City Resident
D.	Repast	\$85 per hour - City Resident \$110 per hour - Non City Resident

- E. Meeting Rooms \$85 per hour – City Resident
\$110 per hour- Non City Resident
- F. Kitchen & Gym or Multi-Purpose Room \$85 per hour – City Resident
\$110 per hour – Non City Resident
- G. Crime Prevention Personnel \$26 and up per hour per officer with a 4-hour minimum
- H. Piano available at some sites. \$75 per permit.
- I.. Lights remain on at all times.

Proof of City Resident must be provided during the application process to receive City Resident rate.

Signature: _____

Print: _____

Date: _____