



TOWN COUNCIL ADOPTED POLICY

SUBJECT: Timnath Community Park Pavilion Rental Policy

ISSUE DATE

May 9th, 2017

EFFECTIVE DATE

May 9th, 2017

INTENT

The Town intends to rent the community park pavilion for the enjoyment of the Public. The purpose of this policy is to outline the rules for Timnath park pavilion rental and use.

POLICY

- I. **Rental Times** – Pavilion can be rented Monday through Sunday, during the normal park hours for private, non-commercial use. Businesses are welcome to rent the pavilion for company picnics or events. Business use of the pavilion requires sales tax and business licensing from the Town of Timnath and a special event permit, subject to Town approval.
- II. **Rental Reservations and cost** – Reservations must be made at least one week prior to event date with all fees paid at time of reservation and no earlier than ninety (90) days in advance. Fees are \$40 per day. In addition, a cleanup/damage deposit of \$50 will also be required and refunded if the pavilion is clean and undamaged.
- III. **Rental Use** - Private rental use shall include events with no more than 50 people. Private events to which the public is not invited must comply with all Town noise ordinances. Parks are public spaces and may not be blocked from public use. Only the pavilion may be reserved for private use, not the entire park, and subject to Town approval. Any interpretation regarding what constitutes appropriate Rental Use shall be at the discretion of the Town Manager.
- IV. **Rental Regulations**

a. Permits

- i. **Permits** are available online at timnath.org. A Town of Timnath pavilion rental permit is required to withhold use of the structure from the public and must be displayed at the venue on event day. Permits and fees are non-transferable and non-refundable. The permit holder is accountable for the actions of the guests and any resulting damages to the property. The permit holder or an additional named holder must be present at all times while the Pavilion is being used for event.
 1. The Town will issue one full day permit per day on a first come first serve basis, subject to availability.
 2. Permit fees are per event.
 3. All permit holders must be 18 years or older.
 4. Approved permit must be displayed at Pavilion during private use.
- ii. **Permit Requirements.** The following items must be presented when purchasing a permit.
 1. Signed Timnath Pavilion Rental Permit Application (available online and attached to this policy).
 2. Signed Timnath Pavilion Rental Permit Agreement and Waiver (available online and attached to this policy).
 3. Current phone number and address of permit holder.
 4. Copy of Driver's license with a current address and phone number.

b. General Regulations

- i. All of the Rules and Regulations of the Timnath Community Park apply to the use of the pavilion at any time, including private reservations.
- ii. No alcohol may be consumed on park premises.
- iii. No glass bottles/containers.
- iv. Visitors must not enter any private or restricted areas, including areas under construction or waiting repair.
- v. Pavilion rental use is limited to the Town approved hours on the permit. An additional thirty (30) minutes after rental time is allowed for clean up.
- vi. Pavilion use is limited to posted park hours.
- vii. No littering. All trash and debris must be placed in designated trash and recycling receptacles or removed from park.
- viii. No signs or decorations are to be attached to the structure with permanent materials, including but not limited to staples, nails, glue, duct tape and/or permanent adhesives. Tape and removable adhesive strips are permitted but must be completely removed after event and cause no damage to structure or paint.
- ix. Dogs on leashes are permitted. Owners must cleanup dog waste.
- x. No motor vehicles are permitted outside of the designated parking area, including to drop off food or event supplies. Vehicles found anywhere except on established roadways or parking areas will be subject to ticketing and/or towing at owner's expense.

- xi. No fires are permitted. Only portable electric and gas grills are allowed.
- xii. The Town reserves the right to alter these rules if there are problems, repeat violations or other issues. The Town reserves the right to ban individuals or groups or revoke privileges for the park property for inappropriate behavior, unsafe use of pavilion or prohibited activities.
- xiii. The Town reserves the right to alter hours of operation for special events or other reasons.
- xiv. The pavilion may not be rented during Town events.

Permit Number

Timnath Community Park Pavilion Rental Permit Application

Today's Date: _____

Name(s) of Permit Holder: _____

Additional Permit Holder: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Type of event: _____

Reservation Date: _____

Setup Time: _____

Takedown Time: _____

Driver's License #/State: _____

FEE:

\$40 non-refundable

\$50 cleanup/damage deposit

FOR TOWN OF TIMNATH ADMINISTRATION USE ONLY

Payment Type (credit card preferred for cleanup/damage deposit): _____

Amount Received: _____ Payment Received By: _____

Permit Requirements (Complete Checklist):

_____ Timnath Community Park Pavilion Rental Permit Application

_____ Timnath Community Park Pavilion Rental Permit Agreement and Waiver

_____ Driver's License(s) showing applicant(s) over 18 (the number must be recorded on the permit application)

_____ Current Address and Phone number in case of scheduling changes or concerns

Timnath Community Park Pavilion Rental Permit Agreement and Waiver

I/we hereby agree to obey the rules and regulations of the Town of Timnath and the State of Colorado applicable to the use of the Timnath Community Park and its facilities. A copy of these rules and regulations is made part hereof, of reference thereto with the same force and effect set forth herein, in every particular.

I/we agree to indemnify, defend, hold harmless the Town of Timnath, its officers, agents and employees from all claims and demands of every kind of nature for injury or damage, either to myself, my guests, or made by a third party, arising from injury to the undersigned, or damage to my property or the property of others, arising out of or in connection with the use of the Community Park.

In applying for this Pavilion rental permit, I understand that:

- I have received and read a copy of the Rules & Regulations.
- The Town of Timnath is not responsible for the safekeeping of my or my guests' property at the park, or for damage to the personal property by reason of debris, fire, flood, storm, wind, water, theft, vandalism, or otherwise.
- It is my responsibility, and not the Town of Timnath's, to take weather forecasts and conditions into account when using the park or applying for rental permits.
- The Town will not refund permit fees under any circumstance.
- The Town, a Timnath Police Officer, or Larimer County Sheriff may limit or revoke a permit for violation of any rule of conduct, policy, or county/town ordinance. If a permit is revoked at any time due to a violation, the permit holders and their household(s) will not be allowed to purchase another permit until the subsequent permit season, and is subject to Town Manager approval.
- I am responsible for damage and or replacement of broken or damaged park infrastructure due to activities that occur during my rental window. It is my responsibility to bring to the attention of the Town any damage or broken infrastructure/appurtenance that existed prior to my rental of the Pavilion. I may document the damage, through photographic evidence, with a time stamp prior to the rental period. If I do damage the facility in anyway, I am solely responsible for the repair and/or replacement of the damage.

Signature of Permit Holder

Date

Signature of any additional Permit Holder

Date