

**Parks Department****ACTIVITY BUILDING RESERVATION RULES/POLICIES**

- Wright City exercises a Hold Harmless Policy during all facility use/rentals. This releases the City from any claims that may arise from an accident or injury when using the facility.
- Insurance coverage naming the City as additionally insured may be required for special events.
(See Wright City Parks Department policy for special events)
- Usage is free to not-for-profit organizations for meetings with approved status documentation. Rental fees are applicable for social events or commercial usage.
- Requests for on-going meetings will be evaluated and approved by the Parks Director and only if time requested is available.
- City sponsored events will take precedence over other usage requests.
- Alcohol is prohibited in any Wright City Park or Facility unless approved by a separate permit.
- A refundable cleaning/damage deposit is required and must be paid by the permit holder at time of reservation.
- The permit holder is responsible for the cost of any damages arising from use of the building and property. If there is any damage to the facility and/or the facility is not cleaned properly the cost of repairs and/or cleanup will be charged to the responsible party *(permit holder)*.
- NO SMOKING is allowed in any of the City Buildings.
- No banners or advertisement may be posted on City Property.
- Furniture placement must be coordinated with the building attendant. Furniture cannot be removed from the reserved area.
- All items brought into the building must be approved by the building attendant and removed prior to expiration of the permit. No glass containers.
- Nothing can be attached to the walls, doors or ceilings.
- Table coverings cannot be tacked or stapled to the tables. Tape may be used underneath the tables, but not on the top or sides.
- Use of glitter or confetti is prohibited.
- The use of candles must be approved by the building attendant and cannot drip on the tables or floor.
- Rooms are reserved as defined on the permit. Ensure that the time scheduled on the reservation includes setup and cleanup. There is an overtime charge of \$25.00 per quarter hour (15 minutes) past reserved time.
- You must be out of the facility by the scheduled conclusion of your event due to the next reservation.
- If use of the pavilion is needed, it must be reserved and all applicable fees paid.
- Meetings should be cancelled at least 48 hours in advance.
- Youth events will require chaperones – 2 adults for the first 20 youths, and 1 adult for each additional 10.
- The permit holder is required to be at the function for the duration of the event and if necessary, must be authorized to make decisions on the behalf of the group or organization.

- Anytime there is an attendance of 100+ and/or alcohol is present, security approved by the Wright City Police may be required. (Wright City Police Officer at current hourly rate)
- ***Cancellation Policy for Special Events: 30 Days advance notice is required for a refund. A processing fee of 10% of the refund total will be withheld from the refund. The City will not give refunds for rain or weather related cancellations.***
- **In case of emergency, park staff can be contacted at (636) 745-2804 or (636) 262-5481.**

I hereby understand these rules and agree that I am responsible for the condition of the reserved area. Also, I will be held liable for any damages that occur as a result of my reservation.

Print Name: _____

Signature

Date

*****Applicant Keeps This Form*****