

FACILITY USER POLICIES

POLICY

The purpose of this policy is to:

- Establish facilities available for use
- Define types of events that can be held
- Establish terms of use
- Establish fees and refund policies

This policy is for use by staff in determining proper procedures for reserving facilities and to answer questions regarding use regulations for Users.

DEFINITIONS

Private Events – Where Fees are Charged: Are gatherings and functions that are invitation only and admission is closed to the general public. A fee must be paid or ticket must be purchased for attendance. Event is not advertised to general public. Items may be or must be purchased. Examples of these events include charity fundraisers, private galas, and VIP experiences.

Private Events – Where No Fees are Charged: Are gatherings and functions where guests are invited to attend and admission is closed to the public. No admission fees are charged and no items are sold. Function is not advertised to the general public. Examples of these events include: birthday parties, weddings, family reunions and company picnics.

Public Events – Where Fees are Charged: Are gatherings and functions open to the general public with an admission fee paid to attend. Event is generally advertised. Some examples of these events include festivals, fairs, and concerts, sports tournaments.

Public Events – Where No Fees are Charged: Are gatherings and functions open to the general public with no charges paid to attend. Event is generally advertised. Organizers do not receive salaries or profits from vendor fees and sponsorships. Examples community festivals, farmer's markets, outdoor concerts, fundraising benefits, seminars, league sports.

User(s): the individual, organization or business responsible for and liable for use of the facilities being used.

AVAILABLE FACILITIES

- Robert Fowler Memorial Park (The Junction)
 - Cook House
 - Food Pavilion
 - Stage
 - Screen House
 - Gazebo

- RV/Camping Sites
- David B. Hayes City Park
 - Pavilions
 - Gazebo
 - Stage
 - Picnic Table w/Sunshade
- CD Chapman Park
 - 5 Fields
- Geneva Soccer Complex
 - 2 Fields
- Community Center
- City Hall
 - Mayor's Conference Room
 - Council Room

TYPES OF USE

- Private Events – Where Fees are Charged
- Private Events – Where No Fees are Charged
- Public Events – Where Fees are Charged
- Public Events – Where No Fees are Charged
- RV/Campsite

TERMS FOR USE

Due to various factors, terms of use may differ by facility and type of reservation. Each user agreement will contain terms of use relevant to the facility and types of use. General terms are applicable as follows:

Council Approval

Council approval is required for all Private Events – Where Fees are Charged, Public Events – Where Fees are Charged, Public Events – Where No Fees are Charged.

Council Approval is required for any fireworks on City properties.

Council Approval is required for any waiver of fees not listed in the fees waived section, any reduction of fees, or multiple day use rate.

Council Approval is required for all day entire park facility exclusive and non-exclusive use.

Insurance Requirements

All Private Events – Where Fees are Charged, Public Events – Where Fees are Charged, Public Events – Where No Fees are Charged will require the following insurance:

The User shall, at its/his/her expense, obtain and keep in force during the time of use, Commercial General Liability Insurance satisfactory to the Municipality, which insurance shall be written by an insurer licensed to conduct business in Alabama and include, but not be limited to, the following:

- A limit of liability not less than \$500,000.00 per occurrence
- The Municipality shall be named as an “Additional Insured”
- The policy shall contain a provision for cross liability and severability
- Policy must remain in effect for the entire duration of the event
- 30 days prior notice of cancellation of the policy shall be given in writing to the Municipality for long term leases
- For events, a certificate of insurance evidencing the above coverage shall be given to the Municipality prior to the Council meeting immediately preceding the event

Entry onto the grounds will not be permitted without proper insurance.

No User, volunteers or agents of the User, actions of the user or property of the user will be covered under the umbrella of the City of Geneva’s insurance policy regardless of the type event or if the City partners with the User to sponsor the event. Individual insurance is required by the User, the City’s Insurance will only indemnify and protect the interest of the City of Geneva.

User Agreement

All responsible and liable User representatives must fill out an Application for Use and Agreement prior to making the reservation.

Noise Permits

All music events will require a noise permit from the Chief of Police as required by Ordinance.

Security

All public events with attendance estimated above 100 will be required to have security for the event. Security must be provided by the Geneva Police Department. Users will be responsible for the actual cost of providing the service.

EMS and Fire Services

The City Council reserves the right to require public events to have EMS and Fire services on site. When required, these services must be provided by the Geneva City Fire and Rescue Departments. Users will be responsible for the actual cost of providing the service.

FEES FOR USE

Robert Fowler Memorial Park (The Junction)

Half day rentals will be from park opening time until 2:00 p.m. or from 2:00 p.m. until 10:00 p.m. any other time frames will require the full day rental.

Day rentals will be from park opening until 10:00

Hourly rentals will require a minimum one-hour rental.

RV/camp site will be from 2:00 p.m. until 11:00 a.m. each day.

Events requiring Council approval will have times set by Council.

	1/2 Day Rental	Day Rental	Hourly
Cook House	\$ 50.00	\$100.00	Not Available
Food Pavilion	\$50.00	\$100.00	Not Available
Stage	Not Available	\$25.00	Not Available
Screen House	\$50.00	\$100.00	Not Available
Gazebo	Not Available	Not Available	\$25.00
RV/Camp Sites	Not Available	\$30.00	Not Available

All day entire park facility use non-exclusive, without closing the entire park \$1,000.00 per day.

All day exclusive park use with park closed to the public \$3,000.00 per day.

David B. Hayes City Park

If you rent a facility you have access to both the playground and splash pad, however hours for both areas vary.

Half day rentals park opening time until 2:00 p.m. or from 2:00 p.m. until park close, keeping in mind splash pad will close at 7:00 p.m. Any other time frames will require the full day rental.

Day rentals will be from park opening until close, noting the splash pad closes at 7:00 p.m.

Hourly rentals will require a minimum one-hour rental.

Events requiring Council approval will have times set by Council.

	1/2 Day Rental	Day Rental	Hourly
Pavilions	\$50.00	\$100.00	Not Available
Gazebo	Not Available	Not Available	\$25.00
Stage	Not Available	Not Available	\$50.00
Picnic Table w/Sunshade	\$50.00	\$100.00	Not Available

All day exclusive park use where park is closed to the public \$3,000.00 per day.

CD Chapman Park

Fields	\$40 per hour or daily rate of \$200.00 per field
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Soccer Complex

Field	\$40 per hour or daily rate of \$200.00 per field
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Community Center	1/2 Day \$50 Day Rental \$100.00 No hourly.
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City Hall

Mayor's Conference Room	Rental \$100.00 entire day. No hourly or half day.
Council Room	1/2 Day \$ 250 without tables/linens \$300 with Day \$300 without tables/linens \$550 with

All fees are due prior to reservations being booked. Reservations must be booked through the City Clerk's Office.

REFUNDS

Refunds are available for RV/Campsites if canceled 72 hours prior to the date of arrival. A 5% cancellation fee will be deducted from the refund. Refunds will not include any fees associated with use of a credit card.

Refunds will not be issued for any other facility rental besides camping. In the event of a rain out or family emergency a one time rescheduling within 3 months of the cancellation will be allowed and can not be changed once booked. Rebooking must also be for the intended user and cannot be transferred.

The City has a policy that Users must clean up the reserved area after use, however refunds will not be issued due to a User having to clean up the area prior to use if the previous user did not properly clean the facility.

Complete refunds will be issued in the event the City closes the park for emergency situations.

Exclusions:

- School Events
- Nursing Home/Hospital Events
- City operated Senior Centers from other towns
- Merle Wallace Purvis Center
- Autism Awareness Organization
- City Recreation Teams