## CITY OF LA VISTA RECREATION DEPARTMENT

## POLICY, RULES, REGULATIONS AND PRICING FOR USE OF THE LA VISTA COMMUNITY CENTER

<b>Administrati</b>	<u>ion</u>	P	0	lio	<u>:ies</u>
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- .....A. The administration, scheduling and maintenance of the Community Center shall be conducted by the City of La Vista Recreation Department. .....B. The scheduling and determination of acceptability of groups and functions shall be the responsibility of the Recreation Director. Any problems arising from there shall be directed to the City Administrator for final resolution. .....C. Fees shall be reviewed annually by the Recreation Advisory Committee and approved by the City Council. **Use of the Community Center:** .....A. The primary purpose of the Community Center is to provide highly structured recreation programs for all citizens of La Vista, plus provide the opportunity for individuals and groups to use the facility through unstructured open recreation. The facility will be scheduled to facilitate both of these primary purposes. A secondary purpose of the Community Center is to allow groups to rent the facility for special events. Request for use of the facility for special events will be considered, but will not generally preempt highly structured recreation programs. Depending on the attendance at unstructured open recreation programs, special events may be given priority. .....B. The scheduling of activities at the Community Center shall adhere to the following priority schedule: 1. Recreation groups under the sponsorship or direction of the Recreation Department. 2. Any Department, Board or Commission of the City of La Vista. 3. Service Organizations; such as Schools, Scouts, 4-H, Jaycees, Churches, . . . . . . Optimist, Sports Clubs, Pet Clubs and other service organizations serving the La Vista area. 4. Organizations and/or individuals whose activities are recreational or educational in nature. . 5. Individuals or groups who wish to use the Community Center for fund raising . . . . . . activities in which the proceeds benefit the citizens of La Vista. 6. Individuals who wish to use the Community Center, for activities such as
- 8. Organizations and/or individuals whose activities are profitable in nature. . . . . . .

7. The City of La Vista prohibits the use of the Community Center for political activities except for use as a polling place or open public debates sponsored

bridal and baby showers, reunions, and receptions.

by non-partisan organizations.

.....C. The Recreation Director shall grant use of the Community Center in the order in which written applications are received in compliance with the above priorities. When more than one group requests the use of the Community Center for the same time frame, La Vista residents will be given priority over non-resident groups. .....D. The City reserves the right to locate said special events in the smaller meeting rooms if adequate space is available in these rooms. **Rules For Use Of The Community Center:** .....A. Every applicant who receives permission to use the community center shall, during the time of such use, be responsible for the preservation of law and order on the property. .....B. Consumption or possession of alcoholic beverages shall be prohibited. .....C. Possession of firearms/weapons shall be prohibited. .....D. All raffles and games of chance must be pre-approved by the Chief of Police. .....E. Reasonable equipment and special facility arrangements available at the Community Center and requested on the written application may be provided by the Recreation Director. No privately owned equipment or materials shall remain at the Community Center for any length of time. ......F. Table and chairs may be set up by groups renting or using the Community Center and shall be taken down and placed in their original position after the activity. ......G. All other areas of the Community Center shall be restored to an orderly condition, trash placed in proper personal property removed. ......H. Users shall comply with all smoking, fire and other regulations. .....I. Use of the Community Center by groups composed of minors (21 years of age and under) shall be granted only to adults who accept the responsibility for supervising the group throughout their activity. .....J. Decorations shall be allowed under the following conditions; no nails, tacks or staples to be used on the walls, ceiling or equipment without the consent from the Recreation Director. Fire hoses or extinguishers shall not be covered by decorations or any obstructions placed so as to prohibit their use in case of emergency. shall be removed after use within such time as designated by the Recreation Director unless permission to leave them has been granted by the Recreation Director.

in the Community Center unless approved by the Recreation Director.

......M. No animals, except those needed for assisting disabled individuals, shall be permitted

......K. The placing of obstacles such as chairs, tables, benches, decorations, etc., which

.....L. The burning of candles or any open flames is not permissible unless approved by the

obstruct exit signs or doors shall not be permitted.

Recreation Director.

......N. The installation or use of additional electric wiring or the use of electrical appliances on any of the Community Center electrical circuits shall be allowed only upon approval by the Recreation Director. .....O. All activities must end by 10:00 p.m. unless special permission is obtained from the Recreation Director. .....P. Thermostats shall not be adjusted. .....Q. Sponsoring groups shall be responsible for the conduct of their activity. Groups charged with breakage or mistreatment of the Center and/or its equipment shall be financially responsible and liable for such damages and shall be denied further use of the Community Center until a time is designated by the Recreation Director. .....R. The entire Community Center is a tobacco free facility. Smoking is not allowed anywhere in the Community Center. .....S. Food or drink will be permitted in areas designated by the Recreation Director. .....T. Any groups not complying with all of the above rules and regulations pertaining to the Community Center's usage, shall forfeit usage of the building until a time is designated by the Recreation Director. Fees for use of the Community Center: .....A. Security deposits shall be required of all rental groups. .....B. Security deposits shall be paid at time of reservations. .....C. Security deposits shall be returned the next week after the scheduled activity. This is provided that the user group has not inflicted any damage to the Community Center, and has fulfilled their responsibilities to clean up the area following their usage of it. The deposit may be forfeited, and the user may be billed for damages which exceeds the deposit, if the cleanup responsibilities are not fulfilled, as stated in the rental agreement. .....D. Security deposits may be forfeited automatically if the user group does not inform the Community Center two (2) weeks in advance that the group will not be using the Center. This does not apply when an activity is cancelled due to weather.

# **FACILITY RENTAL**

reservation.

The entire facility can be rented for special events. Interested individuals should contact the Community Center for information on the type of special events allowed and the rental fees.

.....E. All other fees shall be paid three (3) calendar days in advance of the scheduled event.

Failure to comply with this policy will result in the cancellation of the group's

Deposits must be paid one (1) month in advance (if reservation date is less than a month away, deposit must be paid immediately).

(Fees on following pages)

#### **FACILITY RENTAL FEES**

Gym, Stage Kitchen Residents

\$200.00 Deposit \$400.00 Rental Fee

Non-Residents \$400.00 Deposit \$800.00 Rental Fee

**Meeting Rooms** Residents

\$50.00 Deposit per room

\$10.00 Rental Fee per hour, per room

**Non-Residents** 

\$50.00 Deposit per room

\$20.00 Rental Fee per hour, per room

**Business Groups** 

\$50 Deposit \$25 per hour

**Kitchen** Residents

\$50 Deposit \$15.00 per hour

**Non-Residents** \$50 Deposit \$25.00 per hour

**Business Groups** 

\$50 Deposit \$30 per hour

Game Room Residents

\$20.00 Rental Fee per hour

**Non-Residents** 

\$40.00 Rental Fee per hour

Gym (1 Court Only) (Can be rented by

Permission from LVCC

**Staff Only**)

Residents

\$35.00 Rental Fee per hour

**Non-Residents** 

\$70.00 Rental Fee per hour

## RACQUETBALL/WALLEYBALL

The Community Center has two racquetball/walleyball courts. Use of the racquetball/walleyball courts is by reservation only. The fees are as follow:

La Vista Residents \$6.00 per hour Non-Residents \$12.00 per hour

Residents and Non-Residents may reserve the courts at any time. If reserving for more than one session, payment must be made in advance for the next session. If reserving for consecutive weeks (as for leagues), payment for the entire season must be paid in advance of the season start date.

Courts are rented on the  $\frac{1}{2}$  hour, (i.e., 12:30 to 1:30). Participants must bring their own equipment for racquetball. The Center does provide nets and balls for walleyball.

If you have any additional questions about rentals, etc., please ask at the Community Center office.