



**CITY OF FERNLEY
FACILITY USE POLICY
And
Application for Use**

Revised 05.10.2019

City of Fernley Facility Use Policy

City of Fernley government is dedicated to providing services through fiscally responsible use of public facilities. The City has a diverse range of park sites, and several City Hall meeting areas suitable for a wide variety of activities. Multiple uses of taxpayer supported facilities extend and enhance our level of service in all our communities. Therefore, City Hall Community room, City Council Chambers, and City Park Sites (City Facilities) may be used according to the following guidelines:

1. Purpose:

- 1.1. This policy prescribes the general responsibilities for the use of City Facilities for events being held with 50 (fifty) or less people. It is applicable to all buildings and park sites under the control of City of Fernley; this policy allows for the use of public owned buildings and associated sites; hereafter referred to as City Facilities.

2. Applicability:

- 2.1. This policy supersedes all previous policies for building use in City of Fernley.

3. Applicant Shall:

- 3.1. Submit Facility Use Application and applicable permits two weeks prior to event.
- 3.2. Be responsible for the reasonable use of the Facility and for the protection of the Facility from excess wear and damage including ensuring maximum occupancies are not exceeded.
- 3.3. Ensure all participants and activities are in full compliance with City policies and Facility Use Application, with permits and licenses, and fire and life safety requirements.
- 3.4. Be responsible for the cost of security and/or law enforcement as outlined in Section 8.4 of this policy.

4. Terms of Use for Parks or Facilities:

- 4.1. Approved City Facilities may be used by groups or individuals within requirements of this policy.
- 4.2. Applicants may apply for the City to sponsor public meetings in City facilities. If approved, no fee will be charged for these meetings.
- 4.3. Groups or individuals may not store personal or real property within City Facilities or on City Property unless an agreement is executed between the group and the City of Fernley and is on file with the City. The event applicant or group shall provide its own furnishings, equipment, and other items not existing within the Facility. The Applicant may apply to the City to provide any specialized unique equipment.

- 4.4. City facilities may be used by individuals and organizations for suitable activities and events, when not required for City purposes, and when not prohibited by current laws or policies. **The Facility is made available as is. The City shall not be liable for any damages or expenses due to cancellation, non-suitability or non-availability of the Facilities for any reason.**
- 4.5. Liability insurance requirements will be found on the fee schedule.
- 4.6. Except in cases placing a financial or other burden on the City, sites may be used without charge for official business of governmental entities. Priority may be given to the City, County, State, and Federal government entities, or activities of organizations sponsored by the City.
- 4.7. Community service is the primary reason for renting or providing free use of a City Facility for non-City organizations. Community Service Organization refers to a group of community members that has acted to meet the needs of others and better the community as a whole.

<p style="text-align: center;">Category A \$15.00 application fee \$25.00 per hour outside of normal business hours (M – F, 8am – 5pm)</p>	<p style="text-align: center;">Functions that are not commercial in nature, may be open to the general public, and are a community service organization or private function. Hourly fee may be waived by designated City authority if City staff services are not required. (Examples include private birthday parties at parks, TCID meeting in Chambers, RPEN monthly meeting.)</p>
<p style="text-align: center;">Category B \$15.00 application fee plus \$25.00 per hour \$35.00 per hour outside of normal business hours (M-F, 8am – 5pm)</p>	<p style="text-align: center;">Functions that are sponsored by organizations or individuals that may be commercial in nature, may produce revenue, and may be promoted to the general public. (Examples include Real Estate class, First Aid class, open community meeting)</p>
<p style="text-align: center;">Category C \$15.00 application fee plus \$25.00 per hour \$35.00 per hour outside of normal business hours. (M-F, 8am – 5pm)</p>	<p style="text-align: center;">Any activity including Categories A and B, where alcohol is to be served.</p>
<p style="text-align: center;">Sports Leagues \$15.00 application fee plus \$2.00 per registered player annually</p>	<p style="text-align: center;">All Adult and Youth Organized Sports Leagues registered players.</p>

Definitions of Categories:

- 4.8 For Events with more than 50 participants, refer to the Special Events Policy.
- 4.9 Organized adult and youth sports leagues such as AYSO, FYFL, Babe Ruth, Softball, HDLL, etc., will be required to pay a \$2.00 participation fee, per registered player, to the City of Fernley each season. This fee shall be held in a separate revenue fund and will be reserved for maintenance and improvements to City Facilities.
- 4.10 Under this policy Category A events can be held free of charge during normal City business hours at the discretion of the designated City authority. However, in order to reserve any facility, the \$15.00 application fee must be submitted.
- 4.11 Any event held at City Facilities after normal business/park hours shall be approved by the designated City authority.

5. City of Fernley Facilities shall not be used for:

- 5.1. Any activity or event that will interfere with the day-to-day operations of any City Facility or City function.
- 5.2 Any activity or event deemed likely to bring about excessive “wear and tear” on the Facility.
- 5.3 Any illegal activities.

Smoking is prohibited inside all City of Fernley buildings. Cleaning deposit will not be refunded if smoking prohibition is not enforced.

6. Reservations:

- 6.1 Reservation will be on a first-come, first-served basis, preferably not less than 2 weeks prior to event. Events that require a long lead time to organize and to advertise may submit an application at any time.
- 6.2 Reservations for annual youth sports programs will receive priority based on season.
- 6.3 In case of public emergency or other City event (natural disaster, or any other emergency deemed by the Designated City authority), or required facility repairs, reservations may be cancelled by the City of Fernley Manager or his/her designee, with little to no notice
- 6.4 The event may be cancelled by written request from the originating applicant. Full refund of deposits and other fees paid to the City will be made if cancellation is requested at least one (1) week prior to the event. For events cancelled less than one week prior to the event, 10% of the estimated charges will be retained by the City with the balance refunded to the event applicant.

- 6.5 All deposits and estimated charges are due at the time the application is submitted to the City. Standing reservations for City Facilities (i.e. weekly meetings for non-profit or service organizations) will need to submit a new reservation request annually by the end of May for the following fiscal year (July to June) to the Public Works / General Services Department.
- 6.6 Reservations may not be transferred to a different entity.
- 6.7 Miscellaneous
 - 6.7.1 Final availability of concession facilities must be confirmed by the designated City authority or their designee and noted as approved on the Application.
 - 6.7.2 Coffee Machine Use – A staff person will offer operating instructions during normal business hours.
 - 6.7.3 User must provide own food, utensils, containers, pots, dishes, supplies, etc. **NO GLASS BOTTLES** are allowed at any City Facility.

7. Liability Insurance and Limits:

- 7.1. Unless covered by City insurance, all applicants will have a Certificate of Insurance naming City of Fernley as “Additional Insured.” The certificate is required from any group, non-profit organization, or individual using a City Facility as outlined in Appendix A. Other governmental agencies must supply a letter from their risk management department stating that the organization will hold City of Fernley harmless. Prior to use, Applicant must have proof of insurance on file with the City. The levels of insurance shall be determined by the complexity of the event and may include the following levels:
 - Level I - \$500,000 LIABILITY (i.e.: Bounce House in park) or Level II - \$1,000,000 LIABILITY (i.e. Sport Leagues)

8. Additional Requirements:

- 8.1. All users are responsible for cleaning the rented facility immediately (within hours) following their activity or event. Clean-up time will be included in the rental time of the proposed Facility. Cleaning includes, but is not limited to the following items:
 - 8.1.1. All floors are swept and clean. This includes mopping up any major spills.
 - 8.1.2. Wipe down the tables, chairs, and countertops (if used).
 - 8.1.3. Place chairs, tables, equipment, etc., back into their original configuration.
 - 8.1.4. Ensure that all trash is packaged in plastic waste sacks and placed in the proper outside receptacles or designated areas and restrooms are left clean.
- 8.2 It is the responsibility of the user to provide their materials and supplies specific to the event.

- 8.3 A refund of the key/cleaning/damages deposit shall be processed, after inspection of facility and return of all keys, through the City Treasurer’s office, and may take ten (10) working days to complete. If the facility is not cleaned and returned to original condition, the cleaning deposit will be forfeited, and the user will be responsible for any additional costs incurred by the City for cleaning and repairs.
- 8.4 The user is responsible for supervision of children at all times. No animals, except approved service animals will be allowed at City Hall. Only leashed animals are allowed at sports fields during sporting events. No horses or other livestock shall be allowed on turf areas.
- 8.5 It is the responsibility of the user to provide for law enforcement and/or security services. The user will provide adequate security services through the use of a private security agent, if the need for security services is deemed necessary by the designated City authority. Security services will be responsible for the enforcement of facility and City rules and regulations. The designated City authority, NHP or LCSO will determine security staffing levels.

**APPENDIX A
FEE SCHEDULE and INSURANCE REQUIREMENTS**

FACILITY RENTAL FEES

<p>Category A \$15.00 application fee \$25.00 per hour outside of normal business hours (M – F, 8am – 5pm)</p>	<p>Functions that are not commercial in nature, may be open to the general public, and are a community service organization or private function. Hourly fee may be waived by designated City authority if City staff services are not required. (Examples include private birthday parties at parks, TCID meeting in Chambers, RPEN monthly meeting.)</p>
<p>Category B \$15.00 application fee plus \$25.00 per hour \$35.00 per hour outside of normal business hours (M-F, 8am – 5pm)</p>	<p>Functions that are sponsored by organizations or individuals that may be commercial in nature, may produce revenue, and may be promoted to the general public.(Examples include Real Estate class, First Aid class, open community meeting)</p>
<p>Category C \$15.00 application fee plus \$25.00 per hour \$35.00 per hour outside of normal business hours. (M-F, 8am – 5pm)</p>	<p>Any activity including Categories A and B, where alcohol is to be served.</p>
<p>Sports Leagues \$15.00 application fee plus \$2.00 per registered player annually</p>	<p>All Adult and Youth Organized Sports Leagues registered players.</p>

All Rental/Reservation Fees will include a non-refundable \$15.00 administrative fee.

A \$100.00 cleaning deposit may be required for events taking place within City buildings.

Cleaning deposits and per hour fees for Category A & B events may be waived by the designated City authority and/or his designee, if it can be determined that on-site staffing will not be required for the event.

Key Deposits will be \$35.00 for facilities including concessions and restrooms.

FACILITY INSURANCE REQUIREMENTS

***Insurance required unless otherwise stated by a designated City Authority. The levels of insurance shall be determined by the complexity of the event and may include the following levels:**

Level I \$500,000 LIABILITY Example: Bounce House at birthday party in park

Level II \$1,000,000 LIABILITY Example: Sports Leagues

APPENDIX B – SITE KEY

CITY PARKS:

OUT OF TOWN PARK

approx. 50 acres total with 16 ½ acres of turf.

Soccer field – 9 acres of turf (569.78' X 695.23')

Bandstand and picnic area approx ½ acre.

Softball, tee-ball, Little League, and Babe Ruth Fields – approx. 7 acres

5 restroom buildings with two built in concession stands

Rodeo arena, 1 large and 1 small play structure with swings

Medium size bandstand with concrete dance area

Small gazebo, horseshoe pits, AC and dirt parking, ball field and arena lights

IN TOWN PARK

Softball and open grass area, approx 2 acres of turf

1 multi-purpose restroom with separate concession building

Playground equipment, Tennis and Basketball Court

Small skate park, large trees, and large group shelter

MILLENNIUM GROVE

¼ acre turf, flower beds, AC walking path, parking area and lighting

CITY HALL

¼ acre turf, landscape areas, walkways, parking areas, lighting

GREEN VALLEY PARK

approx. 6 acres of turf, 2 play structures with swings, 1 restroom building,

Small gazebo, large to medium trees, parking area, concrete walkways

RIVER RANCH

½ acre of turf, medium to small trees in DG border, small gazebo, swing set

AUTUMN WINDS

4 ½ acres of turf, 1 restroom building, parking area, AC walking path, Basketball court

1 play structure and swing set, small trees, medium size gazebo

EAGLES NEST

1/8th acre of turf, 1 swing set, tables, barbeques, medium to small trees

MAIN STREET ART PARK

1.93-acre parcel with landscaping, parking area, four pieces of art sculptures, walkway

MEMORIAL PARK

½ acre of turf, park approx 15 acres total mostly native plants and open dirt. 1 medium and 1 small riding arena, 1 play structure and swing set, exercise equipment, dirt ball field. Medium size trees with irrigation on well system.

PONDEROSA PARK

approx. 2 acres, medium size gazebo, small play structure, horseshoe pit, medium size

Trees, concrete walkway.

PICETTI PARK

¼ acre, medium size gazebo, small play structure, horseshoe pit, medium size trees, concrete walkway.

CITY FACILITIES:

CITY COUNCIL CHAMBERS – CITY HALL

COMMUNITY ROOM – CITY HALL

THE DEPOT – MAIN STREET

CHAMBER OF COMMERCE BUILDING

**CITY OF FERNLEY
FACILITY PERMIT APPLICATION**

DAY USE PERMIT **ORGANIZED SPORTS LEAGUE**

ORGANIZATION NAME: _____ PHONE NUMBER: _____
 APPLICANT'S ADDRESS: _____
 APPLICANT'S NAME _____ EMAIL: _____
 CITY FACILITY: _____ SITE/ROOM NAME: _____
 DATE OF EVENT: _____ START TIME: _____ FINISH TIME: _____

TYPE OF EVENT:					
ESTIMATED NUMBER OF ATTENDEES:			AGE RANGE OF ATTENDEES:		
WILL ALCOHOL BE SERVED?	YES	NO	WILL FOOD BE SERVED?	YES	NO
WILL ALCOHOL BE SOLD?	YES	NO	IF YES, LIQUOR LICENSE RECEIVED?	YES	NO
WILL FOOD BE SOLD?	YES	NO	IF YES, HEALTH PERMIT RECEIVED?	YES	NO
LAW ENFORCEMENT NECESSARY?	YES	NO	IF YES, LAW ENFORCEMENT NOTIFIED?	YES	NO
SPECIAL EQUIPMENT REQUEST: FIELD LIGHTS - POWER – SCREENS – PROJECTOR – PODIUM - OTHER:					
ADDITIONAL REQUESTS (IE. TABLES, ROOM ARRANGEMENT, ETC):					

- ADMIN FEE = \$ 15.00
- CLEANING DEPOSIT (\$100 OR \$1/PER PERSON OVER 100 – MAX \$1000) = \$ _____
- CATEGORY A (NO CHARGE UNLESS AFTER HOURS THEN \$25/HOUR) _____ HRS x \$25 = \$ _____
- CATEGORY B/C (\$25/HOUR OR \$35/AFTER HOURS) _____ HRS x \$ _____/HR = \$ _____
- TOTAL REGISTERED PLAYERS _____ x \$2.00 PER PLAYER FOR _____ SEASON = \$ _____
- KEY DEPOSIT: (\$35/KEY) KEY # _____ ISSUED ON _____ RETURNED ON _____ = \$ _____
- RECEIVED BY: _____ ON _____ (RECEIPT ATTACHED) **TOTAL DUE = \$ _____**
- INSURANCE RECEIVED ON _____ BY _____

HOLD HARMLESS: The user of this facility is the responsible individual and agrees to indemnify, defend and hold harmless City of Fernley, its commissions, boards, offices, employees, and volunteers from all costs, expenses and damages for liability arising out of the use of this facility or the use by persons invited to use the facility by the applicant.

*If the building is used longer than indicated, additional fees shall be required. If these fees are not paid, future use of any city building will be denied. Additional fees may be subtracted from the deposit.

The applicant is the responsible individual to be present during the entire event and will coordinate with the City Engineer or their designee at the beginning and end of the event.

** If alcohol is present at event and not indicated and approved, or if smoking prohibition is not enforced, the deposit will not be refunded and future use of any City Facility will be denied.

APPLICANT'S SIGNATURE: _____ DATE: _____

CITY STAFF SIGNATURE: _____ DATE: _____