



## Information for Facility Rentals

**Please have a copy of your permit with you at your rental for verification, either printed or on a mobile device.**

### **Responsible Party**

The person whose name is listed on the permit is the responsible party. The responsible party must be present at the event or activity for the entire rental period. The responsible party is responsible for knowing all details agreed upon in the contract, making sure all rules and regulations are enforced, facility cleaned, and trash picked up and disposed of in bins outside the facility.

Individuals who submit payment for facility reservations, hereby agree to all terms included within the rental agreement and assume responsibility for the actions of the group.

All, or part of, the security deposit will be retained if there is damage to the facility, property, equipment, or for other reason that the City incurs cost as a result of the rental. The responsible party will be held responsible for any and all damages to facilities and property belonging to the City of Goodlettsville beyond the security deposit. Damages will be charged at \$100 plus the actual cost of the repair.

### **Cancellations and Refunds**

Please see the full version here: <http://www.cityofgoodlettsville.org/DocumentCenter/View/3360>

### **Other Terms and Conditions**

The City of Goodlettsville has the authority to revoke any permit for any violation of terms and conditions or ordinances. In the event of any non-compliance with the terms and conditions, the City of Goodlettsville can, at its sole discretion, ban any individual or group from any further activity in any City of Goodlettsville facility or park.

### **Park Facilities including Shelters**

If you experience problems during your reservation, call 615-851-2200 between 8:00am and 4:30pm., Monday through Friday, and speak to someone in the Customer Service Center. After 4:30pm, and on weekends, call 615-804-2311 for a park employee. Please identify yourself, your location, your problem and a number where you may be reached.

Reservations are for shelters only. Adjacent playgrounds, ball fields, restrooms and other park amenities remain open to the general public.

### **Please read and understand the following park policies.**

1. No alcoholic beverages are allowed on property.
2. Renters may not bring a grill to the park.
3. Fires must be confined to grills and must be completely extinguished before leaving the area.
4. Absolutely no parking on the grass, walking trail or any unmarked area.

5. All trash and refuse shall be placed in the trashcans or dumpsters where provided. When cans or dumpsters are full, or are not available, the refuse shall be carried away from the park area by the party reserving the shelter and properly disposed of elsewhere.
6. Park employees and Goodlettsville Police Department shall have the authority to enter facilities and regulate activities when necessary to prevent congestion, assure safety, comfort, and convenience to the public.
7. All persons using the parks will do so at their own risk and agree to hold the City of Goodlettsville harmless for any injuries or damages sustained by using the parks.
8. Violation of these rules or city ordinances will result in the termination of park usage and possible fines.

### **Indoor Facilities including the Community Center**

Renters are required to check in with a staff member prior to the rental time and check out at the end of the event. A Staff member is present during the rental to answer any questions you may have and to ensure policies and procedures are being followed.

Reservations are for the designated room only. Other areas of the facility may remain open to the general public.

Reservation hours must be strictly observed. The facility must be vacated at, or before, the designated end time for the rental. Failure to vacate fees are charged at 2 times the normal rental rate with a one hour minimum charge.

### **Set Up and Clean Up**

Set up of tables and chairs is done by the renter. Break down and storage of tables and chairs, cleaning the facility, and removing trash is also the responsibility of the renter and must be done within the time that is scheduled for the rental.

### **Please read and understand the following guidelines for facility rental.**

1. All use of the facility must be under competent, adult supervision with the person or group using the facility assuming full responsibility for any damage to the facility or equipment. Rental parties, instructors, and group leaders will be held responsible for the actions of those under the age of 18. An adult must be in the rental room with children at all times. It is the responsibility of the person in charge of the rental, event, or class to make sure proper supervision and conduct takes place.
2. No nails, staples, duct/scotch tape, or other fastening devices are to be attached to any wall, floor, or ceiling. Standing and/or table decorations are recommended.
3. No smoking or vaping inside the facility. A smoker's receptacle is available outside the building.
4. Animals are prohibited from the facility, except service animals.
5. The department retains the right to ask renters to lower the volume of music or other amplified sound if it is deemed too loud and/or affecting other users of the facility.
6. Parking is restricted to designated areas only.

7. Park employees and Goodlettsville Police Department shall have the authority to enter facilities and regulate activities when necessary to prevent congestion, assure safety, comfort, and convenience to the public.
8. Groups renting equipment to be delivered to the facility must make arrangements with the rental company to meet them at the facility to accept the deliveries. City staff cannot sign for these items and will not be responsible for them while they are on the premises. The rental companies must pick up rental items at the conclusion of the rental, unless alternate arrangements are discussed and approved by the Recreation Supervisor.

**Information for Use of Kitchen**

1. It is the renter's responsibility to provide utensils, dishcloths, soap, cleaning supplies, and any other needed items. Nothing is provided at the facility other than space and appliances.
2. All items that are stored in the refrigerator must be removed or thrown away at the end of the rental.
3. All groups using the kitchen facilities, including renters, are responsible for the thorough cleaning of the area. This involves:
  - a. Wiping all counter space and appliances with a cleaning product and drying with a clean cloth
  - b. Removing all food and other supplies
  - c. Taking all trash to outside dumpsters and re-lining trashcans with trash bags