



# CENTRAL PARK CLUBHOUSE

## Facility Use Application

8305 Park View Blvd., La Vista, NE 68128

Return forms: Community Center, 8116 Park View Blvd. or [Recreation@CityofLaVista.org](mailto:Recreation@CityofLaVista.org)

Date of Event: \_\_\_\_\_ Event Title/Name: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

(Reservation time should include time for set up and clean up)

**Event Description** (include brief details of the event such as party, meeting, special event, etc., other groups or partners involved and any other special requests, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Primary Point of Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone #: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

☐ Business

☐ Non-profit

☐ Resident

☐ Non-Resident

**WAIVER, RELEASE AND INDEMNIFICATION. READ CAREFULLY.** By *signing* below, you surrender legal rights and assume legal risks for damages, injuries or death in connection with your *use of the facilities*, of the City described above. If you have questions or concerns, you should consult with an attorney before *signing*. In consideration of my being allowed to *use the facilities*, of the City as described above, I agree to this Waiver, Release and Indemnification, and agree that it shall be binding on me and on my heirs, executors, administrators, successors and assignees. I acknowledge that my *use of such facilities*, is voluntary, may be hazardous, and is at my sole risk. I waive and forever release and discharge all claims, demands, liabilities, losses, costs or expenses against the City or any elected officials, employees, officers, volunteers, agents or sponsors of the City, and each of them (each a "Releasee"), for damage to property, personal injury or death arising out of or resulting from such *use* ("Claims"), including without limitation any Claims of negligence of the City or any other Releasee. I further agree at my cost to indemnify, defend and hold harmless the City and each Releasee from and against all Claims. I have fully read and understand this Waiver, Release and Indemnification and agree to be legally bound by it. By signing below you agree to follow all rules and regulations

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

----- FOR OFFICIAL USE ONLY -----

Date Received: \_\_\_\_\_ Staff Initials: \_\_\_\_\_ Receipt #: \_\_\_\_\_

## Administration Policies

The administration, scheduling and maintenance of the Central Park Clubhouse shall be the responsibility of the City of La Vista Recreation Department. The scheduling and determination of acceptability of groups and functions shall be the responsibility of the Recreation Director or his designee. Any problems arising from there shall be directed to the City Administrator for final resolution. Fees shall be reviewed annually by the Recreation Advisory Committee and approved by the Mayor and City Council.

The City of La Vista prohibits the use of the Central Park Clubhouse for political activities except for use as a polling place or open public debates sponsored by non-partisan organizations.

## Hours & Fees

### Rental Hours

Monday – Friday, 9 a.m. – 8 p.m.

Saturday, 9 a.m. – 5 p.m.

Sunday, 1 – 5 p.m.

### Fees (Ord. 1529)

DESCRIPTION	RESIDENT	NON-RESIDENT	BUSINESS	NON-PROFIT
Hourly	\$ 75/Hour	\$ 100/Hour	\$ 150/Hour	\$ 60/Hour
Full Day	\$ 450/Full Day	\$ 500/Full Day	\$ 550/Full Day	\$ 425/Full Day
Deposit (Refundable)	\$ 100	\$ 100	\$ 100	\$ 100

## Reservations

1. Reservations will be made on a first come , first serve basis.
2. All individuals and organizations utilizing the facility must fill out a reservation agreement. Individuals reserving the facility on behalf of a group must be at least 19 years of age.
3. Reservations will be made when the reservation form has been signed, and any applicable fees and deposits have been paid.
4. Reservation fees, and deposits must be made at least three (3) calendar days in advance and be made at the time reservation is being requested.
5. There are no long-term rental agreements. Each individual and organization can book up to 5 reservations at a time and at the beginning of the 3<sup>rd</sup> reservation book 5 more. This allows residents and visitors to have equal access.
6. Reservations can be made up to 365 days out.
7. Reservations should include required time for setup and clean up when selecting reservation times.
8. All cancelations must be made at least 10 business days in advance and shall be subject to 20% service charge of the deposit fee. Failure to notify staff 10 business days in advance of cancelations may result in loss of fees and deposit. (Council Policy 111)
9. The individual making the reservation, third parties, as well as the group, will be held responsible for any and all damages that occur as a result of the use of the facility. The individual who fills out the agreement or his/her designee must be present throughout the entire duration of the rental.

## CARE AND USE OF FACILITIES

1. Renters will be responsible for their own set up and clean up. Rental time shall include required time for set up and tear down.
2. At the conclusion of the rental, renters must bag all trash and leave inside the facility at the front entrance, tear down any tables and chairs used and replace them to the location in which they were found, and remove all personal items.
3. Decorations are allowed. Painter's tape may be used to adhere decorative items to the wall or tables. Nails, tacks or staples **are not allowed** to be used on the walls, tables, chairs, floors, ceiling or equipment.
4. The following materials are prohibited: tobacco products, firearms/weapons, alcohol, lit candles, straw, hay, glitter, confetti, rice, sequins, and artificial snow.
5. No fire exits, exit signs, air system inlets or outlets, or extinguishers shall be covered or blocked.
6. Refreshments and food may be served. All food items, beverages, dishes, and utensils must be provided by the renter and removed at the conclusion of the event. Grease or oil shall not be disposed of in sinks, floor drains, connections to sewer, or outside grounds. Food and beverages may be supplied by the user, or catering services may be coordinated. Both are the user's responsibility.
7. Media set up is the responsibility of the renter.
8. Events must be confined to the Clubhouse and patio area. There shall be no blocking off of the parking lot or Central Park trails and park area.
9. A City staff member will unlock the doors at the start time of reservation and perform a check in. A staff member will return at the end time of reservation and perform a check out and lock the doors. Check outs are performed at the end time of the reservation with the expectation that the facility has met all clean-up expectations. Renters are asked to reserve their time to allow for this 2 -3 minute check in and 2 – 3 minute check out.
10. Reservations exceeding end time of reservation may forfeit their rental deposit and be prohibited from further use of the facility.

## CLEAN-UP EXPECTATIONS

Broom, mop, table cleaner, paper towels, trash cans, and trash bags are provided by the City for renters.

1. All tables & chairs cleaned and wiped down. Returned to original location.
2. Floor free of spills, debris, and food. Floor must be swept and spot mopped.
3. All personal items removed from refrigerator, freezer, cabinets, and facility.
4. All trash bagged and tied and left inside the facility at the front door entrance.
5. Countertops & sinks in room free of debris, food, and wiped down.
6. Room free of any damages.
7. Toilets flushed.



## La Vista Clubhouse Check-in/Check-out

*Performed with renter and staff member present at the beginning and conclusion of rental.  
Staff member will arrive 15 min. before start time and arrive 15 min. before end time.*

Event Name: \_\_\_\_\_

Date: \_\_\_\_\_

Renter Name: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

	<u>Check in</u> <i>Staff Initial</i>	<u>Check out</u> <i>Staff Initial</i>	<u>Notes</u>
<b><u>Floors</u></b>			
Free of spills	_____	_____	
Damage	_____	_____	
Swept	_____	_____	
<b><u>Tables/Chairs</u></b>			
Wiped down	_____	_____	
Free of debris	_____	_____	
Damage	_____	_____	
<b><u>Countertops/Sink</u></b>			
Wiped down	_____	_____	
Free of debris	_____	_____	
Damage	_____	_____	
Refrigerator Empty	_____	_____	
<b><u>Trash</u></b>			
Tied & set by door	_____	_____	
<b><u>Restrooms</u></b>			
Toilets flushed	_____	_____	

Check-in Staff Signature: \_\_\_\_\_

Check-in Renter Signature: \_\_\_\_\_

Check-out Staff Signature: \_\_\_\_\_

Check-out Renter Signature: \_\_\_\_\_