

KEARNEY PARK AND RECREATION RENTAL PROCEDURES

ERC Building and Mitzi's Pavilion at Yanney Park

Upon Arrival:

- A Park Ambassador will open the building for you. The Park Ambassador will lock the building after your event. If the building is locked, please call the Park Ambassador at 308-627-2288. If you arrive before the time stated on your Rental Application, the building will be locked.
- If you find any damage upon arrival, or are experiencing any other issues, please inform the Park Ambassador on duty immediately. The Park Ambassador's number is 308-627-2288. If unable to reach the Park Ambassador, please call Rachel at 308-224-0335.
- Arrange and set-up the room as desired. **Set-up of the tables and chairs is the renter's responsibility and is completed at the start time stated on your contract, not before.**

Prior to Departure:

- Upon completion of your event, tables and chairs must be wiped down and put back in their original location. **Break-down and clean-up is the renter's responsibility and must be completed by the ending time stated on your contract.** Failure to do so can result in additional charges that will be billed accordingly.
- Leave the building in as good or even better condition than when you found it. Other groups may be immediately utilizing the building after your departure. Basic cleaning supplies can be found under the sink or the cabinet in the storage room. Vacuums and brooms can be found in the storage closet. Failure to perform the general cleaning requirements can result in additional charges being billed accordingly. General cleaning requirements include:
 - a. Sweeping or dust mopping the floor in restrooms of Mitzi's Pavilion only.
 - b. Wiping up or scrubbing all drink and food spills from the floor.
 - c. Cleaning the sink and counter areas, including the restroom counters and sinks in Mitzi's Pavilion.
 - d. Remove all waste from the building, including from restrooms at Mitzi's Pavilion. Trash receptacles located in parking lot.
 - e. Wiping down tables and chairs.
 - f. Vacuum floor.
 - g. Cleaning up any spills in refrigerator, oven and microwave.
 - h. Picking up litter inside courtyard area at Mitzi's Pavilion.
 - i. Placing all interior tables and chairs back in building if taken out.Be sure to perform all general clean-up outlined. If costs are incurred to finish such tasks, you will be billed accordingly.
- Be sure to remove all contents from the building, including items in the refrigerator, freezer and oven.
- Turn off all lights.

NO TAPE, TACKS OR COMMAND STRIPS CAN BE USED TO ATTACH ITEMS TO THE WALLS! USE OF GLITTER IS NOT ALLOWED!

Damage caused will be billed accordingly.

No alcohol, smoking or animals allowed in the buildings. No alcohol allowed in any City Park.

In case you need to get a hold of staff after business hours to cancel reservation due to weather or another last-minute emergency, please contact Rachel at 308-224-0335 or JoHanna at 308-708-8922. As per your contract, there is no refund due to weather. If there is not staff at the building upon your arrival, please contact Rachel at 308-224-0335. PLEASE READ ABOVE – if you have arrived before your rental start time, the building will be locked. During normal business hours, please call the Park and Recreation office at 237-4644, Monday-Thursday 7:30am-5:00pm and Friday 7:30am-12:00pm. In a dire emergency and no one can be reached, contact Non-Emergency at 308-237-2104 .

Harmon Park Activity Center

Upon Arrival:

- A Building Monitor will open the building for your group. They will assist you in locating the equipment needed (tables, chairs, etc.).
- Set-up of the space is completed by you, the renter. **Set-up of the tables and chairs is the renter's responsibility and begins at the time stated on your rental contract, not before.** Failure to do so can result in additional charges that will be billed accordingly. Equipment may be brought in, during scheduled rental time on contract, but please be careful when moving the items in the building.
- Caterers may use the north sidewalk to drive their vehicles by the north doors. Once all supplies are in the building the vehicle must be returned to a parking spot. Extra care must be taken when driving on this sidewalk so as not to drive on the grass and to be aware of park patrons. Someone should assist any car that is driving in or backing out.
- If you are using the kitchen, you will receive instructions from the Building Monitor prior to use. The kitchen is **not** stocked with utensils, dish clothes, towels or dish soap. It is the responsibility of the renter to provide these items. The kitchen is equipped with an oven, confectioners' oven, stove, microwave, ice machine, refrigerator, freezer and 8-cup coffee maker.

Prior to Departure:

- Upon completion of your event, all equipment and tables and chairs must be returned to its original storage location.
- The space rented must be cleaned by you, the renter. **Break-down of the tables and chairs and clean-up of the event must be completed by the end time stated on your contract.** The building monitor will help you in locating the necessary cleaning supplies. Be sure to perform the general cleaning requirements listed below. Failure to perform the general cleaning requirements can result in additional charges being billed accordingly.
 - a. Sweep or dust mop the floor.
 - b. Mop/vacuum all food/drink spills.
 - c. Clean sinks, chairs, tables and counter tops.
 - d. All trash should be placed in trash receptacle in the facility.
 - e. Pick up trash from the patio area.
 - f. If the kitchen is used, all appliances must be adequately cleaned.

NO TAPE, TACKS OR COMMAND STRIPS CAN BE USED TO ATTACH ITEMS TO THE WALLS! If items need to be secured to walls, only painters tape is acceptable. USE OF GLITTER IS NOT ALLOWED! Damage caused will be billed accordingly.

No alcohol, smoking or animals allowed in the buildings. No alcohol allowed in any City Park. Continued on back.....

As the Renter, you accept full responsibility for all guests that attend your function. For the enjoyment of your guests and other guests in the building, unaccompanied minors in the hallways and restrooms is not allowed. As the Renter, you have agreed that the hallway and lobby will not be used as an overflow play/activity area.

In case you need to get a hold of staff after business hours to cancel reservation due to weather or another last-minute emergency, please contact Rachel at 308-224-0335 or JoHanna at 308-708-8922 or non-emergency at 237-2104. As per your contract, there is no refund due to weather. If there is not staff at the building upon your arrival, please contact the above numbers as well. During normal business hours, please call the Park and Recreation office at 237-4644, Monday-Thursday 7:30am-5:00pm and Friday 7:30am-12:00pm.

Cottonmill Lodge

Key must be picked up between 7:30am-5:00pm on the day prior to your event or 7:30am-12:00pm on Friday the day prior to your rental. If rental falls on the weekend, key must be picked up by NOON on the Friday preceding the rental. There will be \$15 charge for staff to unlock the building if failure to pick up key.

Upon Arrival:

•If you find any damage upon arrival or are experiencing any other issues, please contact the Park and Recreation office at 237-4644 during normal business hours (Mon-Thurs, 7:30am-5pm and Friday 7:30am-12:00pm). After business hours, please contact the non-emergency number at 237-2104.

•Arrange and set-up the room as desired. **Set-up of the tables and chairs is the renter's responsibility and begins at time stated on your contract, not before.**

Prior to Departure:

•Upon completion of your event, tables and chairs must be wiped down and put down in their original location. **Break-down and clean-up must be completed by the ending time stated on your contract.**

•Leave the building in as good or even better condition than you found it. Failure to perform the general cleaning requirements can result in additional charges being billed accordingly. General cleaning requirements include:

- a. Sweeping or dust mopping of floors.
- b. All spills cleaned off of the tables and floors.
- c. Appliances cleaned that were in use.
- d. Tables and chairs cleaned and restacked after use.
- e. Trash removed from facility and placed in outdoor trash receptacle.
- f. Bathrooms should be left neat and clean.
- g. All lights need to be turned off.
- h. Fires in fireplace must be extinguished before leaving the facility.
- i. Make sure doors are locked.

No alcohol, smoking or animals allowed in the buildings. No alcohol allowed in any City Park.

Shelters, Sonatorium Stage, Cottonmill Amphitheater and Cope Amphitheater

A sign will be in place stating your reservation (except Cope Amphitheater). We do suggest you take a copy of your rental contract to your event in the unforeseen instance someone is at the location during your rental time. If you have any questions or concerns upon arriving at your location please call the Park and Recreation office at 237-4644 during normal business hours (Monday-Thursday 7:30am-5:00pm and Friday 7:30am-12:00pm.) After business hours, please call the Non-emergency number at 237-2104 and they will contact our on-call staff. **Cope Amphitheater rentals please call the Park Ambassador at 308-627-2288 for assistance during your rental.**

Gas grills can be brought to the outdoor shelters. There must be constant supervision when grill is in use and must be extinguished before leaving unattended.

All trash must be picked up and placed in the trash receptacles provided at the park. No alcohol is allowed in any City Park.

In the event damage is incurred at the facility, the primary contact on the rental contract will be contacted to discuss.

Weddings in any outdoor location

No alcohol is allowed at any City indoor or outdoor facility. Candelabra's are allowed and require constant supervision. They must be extinguished before leaving the site. No alcohol is allowed in any City Park.

All trash must be picked up and placed in trash receptacles provided by the park.

The wedding set-up and break down must be completed during time stated on contract. There can be a wedding booked prior to your wedding or after your wedding. Morning weddings are from 8 am- 2pm and afternoon weddings are from 3 pm-9pm.

If benches are used from the park, it is the renter's responsibility to move them to the location they will be used and it is the renter's responsibility to move them back to their original location.

The site must be left in as good, if not better condition, than when you found it. If you have any questions or concerns upon arriving at your location, please call the Non-emergency number at 237-2104 and they will contact our on-call staff. **Cope Amphitheater rentals please call the Park Ambassador at 308-627-2288 for assistance during your rental.**

Cancellation Policy

Please inform the Park and Recreation Office at 237-4644 if you need to cancel your reservation. No refunds will be given if less than 30 days' notice is given. Prior to 30 days, there is a \$30.00 cancellation fee for indoor buildings. There is a \$15 cancellation fee for outdoor shelters, weddings and amphitheaters. **There are no refunds due to inclement weather.**