

Facility Use Policy

I. GENERAL:

Lake Havasu City (City) provides event spaces that include spacious meeting rooms and facilities for celebrations, weddings, and other special events.

II. APPLICATION:

1. The primary use of public buildings and facilities is for activities, programs, and government functions, organized and conducted by the City.
2. City activities and programs shall have priority use of available City facilities over other applications for facility use.
3. Use of the facilities shall be limited to responsible persons or groups. The City reserves the rights to require forms, applications, documents, and proof of insurance, as may be necessary to protect the City's interest.
4. Meetings and activities shall be conducted in an orderly fashion. The applicant shall be financially responsible for personal injuries or property damage arising from the facility use.
5. The application for use of a City facility should be submitted to the applicable department within the timeframe established by the department. All fees shall be paid prior to use of the facility.
6. A facility use request will be granted only when and under the circumstances the proposed use will not adversely affect the intended use of a facility. E.g., public recreational facilities are intended and primarily dedicated for regular use by the City's citizens and any activity inconsistent therewith shall not be allowed unless special arrangements can be made which shall minimize interference with the intended public use. The use of a City facility or building shall not be granted when, as determined by the Department Director/Manager or designee, such use is not in the best interest of the City. The following Department Directors/Managers are responsible for the following facilities:

City Clerk - City Hall Facilities

Fire Chief - Fire Department Facility

Operations Superintendent(s) - Operations Facilities

Police Chief - Police Department Facility

Recreation Services Manager - Open Spaces & Public Areas

Recreation Services Manager - Recreation and Aquatic Facilities

III. GENERAL RULES AND REGULATIONS:

1. Facility availability varies due to City activities and programs. The appropriate Department Director/Manager shall grant approval prior to use.
2. A refundable clean-up/security deposit shall be required unless waived by the Department Director/Manager.
3. All Facility Use Permits may be revoked by the Department Director/Manager, Law Enforcement Agency, or designated representative upon a determination that an infraction of any City rule or City, County, State, or Federal law occurred. Any person or organization guilty of violating any of the above may be prohibited from future use of the facilities or equipment.
4. An additional fee for staff may be required.
5. A minimum of one (1) Aquatic/Recreation Department employee shall be on duty during the use of a City recreational building unless waived by the Recreation Services Manager. Some uses may require additional City staff. The applicant is responsible for all associated fees.
6. No apparatus, furniture, or equipment shall be moved into a City facility unless special permission is granted in advance and so stated in the permit. Any apparatus, furniture, or equipment shall be removed from the facility immediately after use. No autos, trucks, or other vehicles are allowed inside the Community Center facility.
7. Removal of tables, chairs, and other equipment from any facility shall only be allowed with the approval of the Department Director/Manager or designee. If the applicant provides tables, chairs, or other equipment, the equipment must be in proper working order including bumpers on all table and chair legs to prevent damage to the flooring.
8. Confetti, glitter, or colored tissue paper is not permitted as decorations in the Community Center facility.
9. All City facilities, furniture, apparatus, and equipment shall be left in the same condition as they were prior to using. Any damage(s) incurred to City facilities, furniture, apparatus, and equipment shall be repaired and/or replaced by the City, but the applicant shall be financially responsible for any damage to City property that occurs as a result of their event including, but not limited to: damage to the facility, furniture, appliances, equipment, or grounds. The applicant will be held financially responsible and make payment to Lake Havasu City by the due date specified on the statement.
10. Clean-up of the facility and/or area shall be the responsibility of the applicant. The applicant shall be charged on an hourly basis if the City is required to provide additional clean-up services. These charges may be deducted from the clean-up/security deposit. If charges exceed the clean-up/security deposit, the applicant shall be billed for the additional costs. Payment is due in full by the date specified on the statement. The City may also withhold the applicant's damage deposit in its

entirety if the applicant does not follow City policies. This will hold true regardless of who (permit holder, guest, or agent of permit holder) is responsible for the damage or breach of policy.

11. The total number of people admitted shall not exceed the occupancy limit of the facility as determined by the Fire Department.

12. Alcoholic beverages will only be allowed at select facilities. Alcohol may be served by a City staff bartender in the Community Center facility, as City holds a liquor license for the facility. Bar set-up and bartender fees will apply. Self-provided alcoholic beverages may be allowed at other select facilities through the application process.

13. For all events where alcohol is served, security guards are required. Security will be arranged by City staff with a contractor and paid for by the applicant. Fees will be added to the rental cost.

14. Facilities may be reserved up to twelve (12) months in advance.

15. Any admission fees or other charges sought by the applicant shall be subject to the approval of the appropriate Department Director/Manager. Applicants using City facilities for commercial use shall have a City business license, and if appropriate a State Transaction Privilege Tax (TPT) license.

16. No firearms (regardless of permit), weapons, knives, etc. shall be allowed in any City facility unless in conjunction with an event where firearms are bought and sold.

17. No amplified sound is allowed unless authorized by a permit.

18. Smoking is not permitted inside any City facility or within 25 feet of a City building.

19. Certificate of Insurance shall be required for all Class II-IV facility use permits. The certificate shall name the Lake Havasu City as additional insured.

IV. STAFF FEES:

Additional staff will be charged at the fully burdened hourly rate.

Classification of Groups			
City Use			Lake Havasu City sponsored and/or co-sponsored activities and programs
Class I (25% Discount)			Other governmental agencies and programs
Class II (Market Rate)			Private
Class III (20% Surcharge)			Commercial
Class IV (50% Discount)			Nonprofit organization and public charities