

# **Germantown Depot, Gazebo, Kercher Park and Veteran's Memorial Park**

## **Rules and Regulations**

1. The Facility is to be used primarily for local community organizations but shall be available for private functions as well.
2. Activities are scheduled on a first come, first serve basis with priority being given to organizations meeting on a regular basis. Each organization wishing to meet on a weekly basis will notify the City Manager's Office at the start of the year. A new application will be sent out to be completed and returned before the reservations can be confirmed. In some cases a Certificate of Liability Insurance will be required.
3. All activities and reservations must be approved in the City Manager's office. Maximum capacity of the Depot is 45 persons with tables and chairs, 55 with chairs only.
4. The City Manager may refuse use of the facility at his/her sole discretion if the proposed use is deemed to constitute a disruptive force and/or a danger to the health, safety or welfare of the public.
5. NO ALCOHOLIC BEVERAGES OR SMOKING WILL BE PERMITTED.
6. No function shall run past 11:00 p.m.
7. ?
8. Special permission must be obtained for the placement of props, decorations and the like and if approved, the same must be removed within the approved reservation time.
9. Absolutely no structural alterations or additions are permitted.
10. No assembly program or activity that disturbs the peace, incites to riot or support of any group, program or activity.
11. Use of the facility does not constitute City endorsement, agreement, or support of any group, program or activity.
12. Applications may not be approved for any use which is not under satisfactory sponsorship or adequate adult supervision.
13. Each applicant agrees to protect, hold harmless the City of Germantown and its employees from all liability arising from the applicant's use of the facility.
14. The City Manager, Service Director or their designee shall have free access to the facility at all times.
15. Gambling is prohibited.
16. No use of open flames will be permitted.
17. All motor vehicles will park in designated parking areas only.
18. You must be in and out of the facility according to your scheduled reservation.
19. Other than service, civic and/or non-profit organizations serving the Germantown area (Valley View School District), all others must submit the required deposit at the time of reservation. The reservation and deposit must be made in person to the City Manager or designee before the facility is actually reserved. Deposits can be made by cash, check or money order.
20. A cashier's check or cash may be required at sole discretion of the City.
21. Fifty dollars (\$50.00) of the deposit shall be mailed within thirty (30) days of the rental provided the inspection of the facility indicates that the facility was cleaned, left in an orderly fashion and no damage has occurred. Forfeiture of deposit will be at the discretion of the City Manager, or designee of the City Manager, after the determination that some damage to the building grounds or equipment was sustained while under supervision of applicant.

22. The City does not waive any future claim of recovery for damage sustained while under supervision of applicant.
23. If a problem should occur, call dispatch at (937)855-6567 and report the problem.
24. Church groups may not use the facilities for regularly scheduled church services.
25. All service organizations will be billed a twenty-five dollar (\$25.00) fee if the facility is **not** found to be cleaned and left in an orderly fashion.
26. If you have any comments or any problems about the facilities that you think we should be aware of, you can let us know by calling (937) 855-7270. Please enjoy the facilities that Germantown has to offer and thank you for keeping them a nice place for all the citizens to use.

#### Depot and Shelter

1. Tables and chairs can be moved around but they cannot leave the building/concrete and must remain neatly organized and returned to original positions.

#### Depot Only

1. Before leaving, turn off all lights and adjust thermostat, 76° F summer/68° F winter. Lock all doors and check from the outside to be sure they are locked securely.