

CITY OF LAKEWOOD

RULES AND REGULATIONS GOVERNING USE OF RECREATION FACILITIES

1. Recreation facilities may be reserved for use by individuals and organizations for non-profit recreational purposes. Reservation requests are accepted at the Recreation and Community Services office, if received seven business days in advance of requested date, but no more than six months in advance of requested date. Priority is given to Lakewood residents on a first-come, first-served basis.
2. Permit applicants must be 21 years of age or older, and be authorized by their organization to sign the reservation agreement.
3. **All fees, deposits and liability insurance certificates must be provided one month prior to the day of reservation.** Payments will only be accepted from the permit holder. Payment by check and credit card must have the permit holder's name on the form of payment. Full payment is due and must be paid by cash, money order or credit card for all balances and new reservation requests that are less than 30 days prior to the rental date.
4. There is a \$12.32 administrative fee charged for amendments made to the rental agreement. This includes, but is not limited to, requests for additional tables and chairs and adding or subtracting or revising time to the reservation.
5. Cancellations and refund requests must be received at least one month prior to the date of the event to receive a refund. Cancellations and refunds requested less than 30 calendar days prior to the date of the event will be charged 50% of the rental fee. Refunds will not be issued for cancellations or for revisions made seven business days or less of event date. Refunds are not given for any unused portion of the time stated on the permit. The \$20.32 permit-processing fee is not refundable and all cancellations are subjected to a \$25 cancellation fee.
6. Refunds and facility deposits will be made payable to the permit holder via check or credit card.
7. Permit holders interested in changing the date or location of their reservation will need to cancel their original reservation request and begin the process for a new request. Cancellation and permit processing fees will be charged accordingly.
8. Groups requiring time to decorate or make other preparations or needing additional set-up and clean-up time for caterers must include this time on the permit request form. **Permit groups that arrive before the "start time" or leave after the "end time" will be penalized by the hour and will be charged double the hourly rental rate for the additional time.** Recreation staff is not authorized to sign for deliveries. Someone involved with the activity must accept deliveries. No deliveries may be made prior to approved permit time. **Vehicles are NOT allowed to be driven onto City property to unload/load equipment, supplies etc.**
9. For single use permits for private groups use, **the individual taking out the permit must be present during the entire use of the facility unless a designated alternate was approved ahead of time.** This person accepts full responsibility for the conduct of those in the group using the facility and accepts responsibility for any damage to City property. A Lakewood Resident permit holder who is not present for an event for any length of time and has a non-resident become the alternate permit holder will be charged the non-resident rate. The balance due will be deducted from the facility deposit. Under no circumstances shall the permit holder sublease or allow any other organization or individual to use the facility. Proof of Lakewood residency is required for all persons named on the permit.

10. The facility shall be used for the purpose stated and no other use will be permitted. The permit may be revoked by the City of Lakewood for failure to observe the rules and regulations, improper conduct, or when cancellation is necessary for other reasons. The City of Lakewood has priority use of all facilities
11. All permit holders approved for facility use, must observe the following guidelines and requirements.
 - a) *Permit holders must inspect the permitted facility space and review and sign the Facility Permit/Facility Deposit Release form with recreation staff prior to the start of and at the conclusion of their permit.*
 - b) *Permit groups shall agree to have at least one adult (age 21 or older) present for every 15 minors in the group.*
 - c) *The permit group agrees to leave the permitted facility space in a clean and orderly condition (i.e., swept, mopped, food items and decorations removed).*
 - d) **Entertainment:** *Loud music is prohibited (LMC 4240), therefore amplified live music and bands are **NOT** permitted. Single acoustic guitar performances, D.J.'s and karaoke machines are allowed provided the sound is kept at a reasonable level as determined by recreation staff on duty. If volume exceeds the "reasonable" level as dictated by staff, the permit holder must lower the volume. If noise problems continue, the event will immediately be cancelled.*
 - e) *Adult entertainment is **NOT** permitted on park premises.*
 - f) **Smoking is prohibited inside any recreation facility and the use of candles is **NOT** allowed.**
 - g) *No tape, nails, tacks, staples, glitter, etc. will be permitted on the walls, ceilings, floors, doors or windows of any facility.*
 - h) *Helium balloons are **NOT** permitted on park premises.*
 - i) *No equipment or materials of any kind may be stored in City buildings.*
12. Lakewood Municipal Codes will be strictly enforced and the Lakewood Sheriff's Department will be contacted for groups failing to comply. For the purpose of renting a recreation facility, a select group of rules have been identified below.
 - a) **Possession or consumption of alcohol, including beer, is forbidden in all recreation facilities and parks.** Article IV, Chapter 5, Section 4500 and 4500.2 of the Lakewood Municipal Code.
 - b) **Lakewood Municipal Code Section 9503 prohibits the posting of any signs on public property including temporary group identification/location signs.**
 - c) *No animals or pets or reptiles allowed. LMC 4222 and LMC 92-9 sections 603 – 606*
 - d) *The following equipment is not allowed at any City park facility: portable barbecues/grills/cooking devices (LMC 4220.H), portable dance floors, generators, fog machines, merry-go-rounds, pony rides, soft play equipment, dunk tanks, inflatable "bounce" machines (LMC 4220.J).*
13. **Permit holder shall adhere with all local, state, and federal laws and regulations related to the use of the Facility, including but not limited to the Americans with Disabilities Act, fire codes, safety practices, and public health orders that may include requirements to social distance, wear masks, or practice other personal protective measures.**
14. Permit holder shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with Permit holder's use or occupancy of the City of Lakewood's facility, adjoining property, athletic fields or courts and pools to the City of Lakewood's Manager or his/her designee, in writing and as soon as practicable.