



# Washoe County COMMUNITY SERVICES DEPARTMENT

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## **Terms and Conditions Applicable to All Facilities**

- All reservations are on a first-come-first-served basis.
- Reservations are accepted a maximum of 12 months in advance. We recommend you reserve your preferred date and facility as early as possible. We will make every effort to accommodate your needs (particularly memorial services); however, reservations requested less than 30 day (buildings) and 2 weeks (pavilions) prior to your event will require prior approval by our Operations staff.
- All fees are due at the time of reservation. No dates will be held. Only a paid reservation will reserve your date and facility.
- When payment is made to reserve a facility, the reserving party agrees to all terms and conditions of the reservation, including, but not limited to the Cancellation Policy.
- Payments are accepted by cash, check, and money order, credit or debit card.
- Reservations and changes to existing reservations are accepted via phone, email or in person.
- All cancellations must be received in writing. Please see our cancellation policy below.
- No person under 18 years of age may enter into a reservation for any Washoe County Regional Park facility.
- Alcohol is not permitted at any reservable facility unless allowed through a permit.
- Hours of the reservation will not be extended on the day of the event. Groups will not be granted access to the facility before their scheduled check-in time, nor allowed to stay past their scheduled check-out time.
- All fees that are based on an hourly charge beginning when the first individual from the reserving group enters the facility being reserved. This includes any type of event setup by any individuals associated with the reserving group. The rental period concludes when the last individual leaves after group use and/or cleanup.
- Reservation times include setup, take down and cleanup.
- Fees for facilities will be listed in the Fee Schedule approved by the Washoe County Board of County Commissioners (BCC) and are subject to change as the BCC approves new fee schedules.

## **Cancellation Policy**

- All reservations must be canceled in writing, which can be submitted in person at the Washoe County, or by email.
- Reservations may be cancelled by the Washoe County Parks before the event for failure to meet conditions and terms of the use permit.
- Cancellations in person will be accepted Monday through Friday between 8:00 a.m. and 5:00 p.m.
- A reservation may be cancelled before, or terminated during the event for any of the following reasons:
  - Information provided on the Use Permit differs greatly from the actual event.
  - Member of the group is in violation of local, state, or federal laws or ordinances.
  - Department or Washoe County Policy is violated.
  - Imminent danger to staff and/or guests.
  - Authorities order an evacuation of the facility.
  - Hazardous weather conditions.

If a written cancellation request is received 90 calendar days or more in advance, the rental fee and cleaning/security deposit, less a \$35.00 cancellation fee, will be refunded.



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- If a written cancellation request is received 30-89 calendar days prior to the scheduled event, 50% of the rental fee or a \$35.00 cancellation fee, whichever is greater, will be retained and the balance of the rental fee plus any cleaning/security deposit will be refunded.
- If a written cancellation request is received less than 30 calendar days prior to the scheduled event, 100% of the rental fee will be retained and any cleaning/security deposit will be refunded.

### **Insurance Requirements**

Most events and reservable facilities will require liability insurance ranging from \$300,000 to \$1,000,000, depending on the type, hours, location and function of your event. You will be advised by our customer service representative at the time you make your reservation of the amount required.

If your event requires insurance, you will need to provide a Certificate of Insurance naming Washoe County as Additional Insured no later than 30 days prior to the event. For reservations made less than 30 days prior to the event, insurance certificates must be received and accepted by the reservation office within 48 hours of the time the reservation was made and prior to the start time of the event. You are responsible for making sure your insurance certificate is received by the deadline. The certificate can be obtained through a homeowner's policy for private events or for company events through the company's insurance carrier. Contact the Parks Administration office for details on purchasing the certificate through Washoe County.

The insurance is important, failure to provide insurance by the deadline will result in the cancellation of your reservation.

### **Facility After Hours Fee-Building Reservations**

If you have reserved a building and your event goes past 5:00 p.m., 4:00 p.m. for the May Museum, an additional \$25.00/hr will be added to the hourly rate.

Please note, use of the Robert Z. Hawkins Amphitheater requires a minimum of two (2) security guards. Washoe County Parks will determine the required number based on your event.

### **Cleaning/Security Deposit**

All rentable facilities require a refundable cleaning/security deposit. Deposits range from \$150 to \$500 for most facilities. Special events and larger facilities require a larger deposit. All cleaning/security deposits are due at the time the reservation is made.

**Refunding your deposit:** If the facility has been left in satisfactory condition, your cleaning/security deposit refund will be issued within 3 weeks after the date of the event. The deposit will be paid to the individual who paid the deposit in the form it was paid. If your deposit was paid by credit card your refund will be made to the same credit card account. Closing that account may jeopardize your ability to receive your refund. Deposits or portions thereof may be retained by the Department to cover any additional expenses incurred by the Department associated with the reservation. If you, your entity, group or organization and your invitees or guests access the facility before the scheduled check-in specified or do not vacate the premises at the time specified on your use permit, the entire cleaning/security deposit will be forfeited. In the event that damages to the facility are in excess of the cleaning/security deposit, the user will be billed in addition to forfeiting the deposit.



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### **Hold Harmless Waiver**

Hold harmless waiver language will be a part of your use permit and must be signed to enable use of a Washoe County Regional Parks and Open Space facility. This is the language that will be in your use permit:

The undersigned wishes to use certain County facilities (facility will be named and hours of use specified).

The provisions of this agreement apply to myself, my entity, group or organization and our invitees or guests. I agree to abide by all applicable rules and regulations relating to the property. Failure to do so may result in revocation of permission to use the facilities and an order to vacate the premises.

I agree to reimburse Washoe County for any damage done to its property by myself or any other person associated with myself or my group. I also agree to save and hold Washoe County and its officers, agents, servants and employees harmless from any claim by any person resulting from my use of the facilities including, without limitation, any claims for damages resulting from death or injury to any person or damage to any property arising out of my activities at the facilities except those directly and proximately resulting from the intentional or negligent acts of County employees acting within the scope of their official duties.

I agree to give Washoe County prompt and timely notice of any claims made or suit instituted which may directly or indirectly affect Washoe County or its officers, agents, servants and employees.

I agree to reimburse Washoe County for any expenses incurred in responding to or defending any claims or suits, including the reasonable value of any services rendered or time spent by County officers or employees in responding to or defending such claims or suits.

I also agree to obtain and maintain a policy of General Liability Insurance (Occurrence form) in an amount to be determined or as may be required by the County's Risk Manager. Said policy shall be endorsed to include the County as an insured with respect to liability arising out of my activities pursuant to this Agreement. Proof of coverage shall be provided in the form of a Certificate of Insurance and shall provide for thirty (30) days notice of cancellation to Washoe County. Washoe County's acceptance of such insurance certificate shall not relieve me of liability nor shall the amount of insurance limit my responsibility.

If I fail to secure such insurance, Washoe County may, at its option, secure such insurance and I will be responsible to reimburse Washoe County for the expenses incurred.

### **SPECIAL TERMS AND CONDITIONS**

#### **Community Center Use**

Cleaning Requirements You are responsible for setting up and taking down all tables and chairs. The tables and chairs and all kitchen counters should be wiped own at the end of your event. Please remove and dispose of any decorations sweep up any debris wipe up any spills on the floor and place all trash in the containers provided and leave them in the building. It is necessary that you bring the appropriate cleaning supplies with you. All or part of your cleaning/security deposit will be withheld if the above requirements are not met.



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**Decorations** No decorations may be tacked, stapled, taped or tied to any fixture or wall inside or outside the building. Standing or table decorations are recommended. Confetti, rice, birdseed, loose flower petals, or glitter is NOT allowed either inside or outside of the building. Hanging decorations must have prior approval. Open flames of any kind are prohibited including but not limited to candles (including floating candles), tiki torches, or other open flame articles.

Washoe County Regional Parks and Open Space prohibits use of balloons outside in the park. Balloons may be used inside the building as decorations and must be anchored and removed at the end of the event.

**Smoking** All Washoe County buildings are non-smoking facilities. Ashtrays are available outside of the building for your convenience.

**Music** Bands and amplified music are only allowed inside the building. Should the music be too loud, the parks staff will regulate the volume to an acceptable level. Doors to the outdoors must remain closed.

**Animals** No animals, except service animals, are allowed in any garden.

### **Picnic Pavilion Use**

**Cleaning Requirements** Please leave picnic areas as clean as you found them. All trash and litter should be put in trash receptacles. If grills need to be emptied of ashes during your event, please contact park staff. Never use trash receptacles for this purpose.

**Decorations & Games** Dunk tanks, slip n slides, piñatas, confetti/glitter, water balloons and water games are not allowed.

**Bounce House** Only one (1) portable amusement structure such as bounce house and climbing wall is allowed in reservable picnic pavilions except at Galena Creek and Davis Creek Regional Parks. Portable amusement structures must be secured by sand bags - staking is prohibited.

**Vehicles** are not allowed on the turf areas. Parking is on a first come, first served basis. The group picnic area rental fee does not guarantee parking spaces.

### **Garden Use**

**Chairs** The Department may provide chairs at no charge for the Burke, Plaza and Honeys gardens. There are a maximum of 100 chairs available per garden. You are responsible for chair set up and take down. Rental chairs from an outside source may be brought in for use at the Lear garden only and must be removed by the reservation end time.

**Decorations** No decorations may be tacked, stapled, taped, or tied to any fixture or plant within the garden.

**No lit candles** (including floating candles), tiki torches, or other open flame articles are allowed. Confetti, glitter, rice and birdseed are not allowed in the gardens. Rose petals are allowed, if cleaned up after the ceremony.

**Food and beverage** No food and beverages are allowed in the gardens.

**Electrical power** Can be provided upon request in all gardens except Evans Creek Bridge and Columbus Gazebo.

**Amplified Sound (Music)** Amplified sound/music such as radios, iPods, microphones etc. is not allowed in the gardens.

**Animals** No animals, except service animals, are allowed in any garden.



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## **Galena Creek Regional Park (Fish Hatchery, Camp We-Ch-Me)**

Marilyn's Pond is a nonreservable area and **cannot** be used for private events. Failure to comply will result in loss of entire cleaning/security deposit.

## **Robert Z. Hawkins Amphitheater**

- A minimum of (2) guards are required during the entire performance or activity. Washoe County will determine the required number based on your event.
- Ushers and ticket takers must be stationed at all access points of the theater.
- You must provide 3-4 people to assist with parking on performance day.
- You must schedule a walk through with the Theater Manager or District Manager 2 weeks prior to your event to go over details of your event.
- If your event is open to the public, we also ask that you supply copies of any advertising or promotional materials at least two weeks in advance of the event.
- Sound and lighting: A sound & lighting technician will be required. Your group may not operate the system. Fees for sound & lighting are in addition to rental fees. The technician will provide an estimate. Please contact Star Sound Audio at (775) 331-1010.

## **Regional Shooting Facility**

- All individuals are responsible for knowing range rules.
- Hearing protection is required.
- Uncased firearms can only be brought on the line during live fire, and only with actions open and muzzles pointed down range.
- All Class III firearms must be checked in with proper paperwork and inspected by the Range Master prior to firing.
- Only load firearms with muzzles pointing down range.
- Do not handle uncased firearms during target breaks.
- Shoot only at designated targets.
- Anyone not going forward during target break must stay behind yellow safety line until command is given.
- Groups must leave the reserved area in the same condition you them in and police your brass from shooting area
- Restrooms must be left in the same condition your group found them in.
- Violation of these and other safety rules may result in loss of range privileges.
- Cancellations by group due to weather must be approved by Washoe County's Range Master to receive credit. Also see Cancellation Policy.