



# City of Riverside Private Function Rental Policy

Adopted by the Board of Aldermen November 19,2015

This document sets forth guidelines for the implementation of a Private Function Rental Policy by the City of Riverside. It defines, categorizes and sets a fee structure for Private Function Rentals.

## 1.0 Purpose

The City of Riverside has a variety of facilities designed to serve the residents of the City of Riverside and other non-residents as time allows, by providing public areas for use for private parties, meetings or other events, as well as activities open to the general public.

## 2.0 Private Rentals

Rental Process: Facilities must be reserved through the Community Center using the approved Reservation Form for Small Private Functions. Reservations are made on a first come, first serve basis. Rental fees, deposits, insurance requirements and other fees may be assessment for certain facilities or functions.

## 3.0 Facilities Available for Rental

### A. Riverside Community Center – 4498 NW High Drive

- i. Meeting Room – One room with a capacity of 60 people. This room may be utilized for small meetings or events.
- ii. Kitchen – Available for heating and serving meals only. Cooking or commercial meal preparation is not allowed. May only be rented in conjunction with other space at the Community Center.

### B. EH Young Park – 1001 NW Argosy Parkway

- i. Large Shelter Houses (Shelters #3 and #4) – Two large shelter houses, each with the capacity of 100 people. Each shelter house has a number of picnic tables and electrical outlets.
- ii. Small Shelter House (Shelter #1) – One small shelter house by the playground with the capacity of 20 people. Facility features two picnic tables and an electrical outlet.
- iii. Amphitheater – Large amphitheater area with stage and grassy area for spectators.

### C. Renner Brenner Park – 2901 NW Vivion Road

- i. Large Shelter House – Covered park shelter house with a capacity of 50 people. Facility features several picnic tables, a large grill nearby and electrical outlets within the shelter.
- ii. Small Shelter House – One small shelter house with the capacity of 20 people. Facility features 2 picnic tables and an electrical outlet.

D. Briarcliff Waterfall – 1914 NW Platte Road

- i. This area features no permanent facilities and does not have any electrical outlets. Rental includes exclusive access to the bridge and path in front of the waterfall. Rentals must be smaller than 60 people. 17 parking spaces are available.

#### 4.0 Requesting and Reserving Use of Facilities

- A. **The City reserves the right to deny any rental**, including denying use based upon past performance of Renter(s) and/or rentals for similar purposes.
- B. Reservations for the use of the facilities shall be made with the Community Center.
- C. Reservations will be made on a first come, first serve basis with the understanding that City use has the first priority.
- D. Reservations may be made up to 12 months in advance.
- E. Telephone inquiries are not binding and do not constitute a reservation.
- F. A reservation will be considered firm only when a Facility Use Agreement has been received and accepted by Community Center staff, and the deposit has been turned in at City Hall.
- G. All fees must be paid in full and all other required documents must be submitted no later than thirty (30) days prior to the scheduled use date. For reservations made less than 30 days prior to the scheduled use date, fees must be paid in full at the time of the reservation.
- H. Depending on the time and type of event, an additional staff fee or public safety fee may be charged. See Appendix A for rates.

#### 5.0 General Facility Reservation Guidelines

- A. Use of the facilities shall be subject to availability and/or non-interference with City functions. All City functions and/or uses shall take precedence.
- B. No one under twenty-one (21) years of age may rent any City facility. **There will be no exceptions to this policy.**
- C. Facilities are not available for use on the following days: New Years Eve, New Years Day, Easter Sunday, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving, Christmas Eve and Christmas Day. Park shelters are not rented the weekend any holiday occurs (ex: Labor Day weekend).

- D. Park Shelters are rented for the entire day and the Community Center Facilities are available for reservations in four (4) hour blocks. See Appendix A for rental schedule.
- E. The rental ending time means the facility must be empty of all guests and event staff. The Renter(s) shall ensure that the Community Center is cleaned in its entirety and left in the same state as when first entered. A walk through inspection will be conducted by a City employee at the conclusion of the use of the facility or within twenty-four (24) hours. Any additional cleaning or repairs required will be deducted from the security deposit, and any remaining amount will be charged to the Renter(s).
- F. **No keys are given out.** A City employee and/or Public Safety Officer will unlock and lock doors and turn lights on and off.
- G. The City of Riverside facilities are **Smoke-Free**.
- H. The Renter(s) is responsible for the proper conduct of all persons present during the use of the facility. The Renter(s) must be personally present at the facility at all times during the use of the facility.
- I. Rental of facilities shall not include set-up or takedown of tables and chairs or emptying of trash by City staff. The Renter(s) is solely responsible for these activities.
- J. Inflatables are not permitted in the parks.

## 6.0 Alcohol

- K. In no instance shall the consumption of alcoholic beverages be permitted on the Community Center premises.
- L. Alcoholic beverages are not permitted in City parks without prior city approval. A \$1,000,000 liability insurance policy and Liquor Use Agreement must be submitted and approved by the Board of Aldermen. Public Safety Officers are required to be present. State and City licenses may also be required.

## 7.0 Categories of Use

There will be five categories of use by which the rental rate to use City facilities are determined: Resident, Non-Resident, Non-Profit, Commercial, and Government. Each category shall be defined as follows:

- A. Resident – an individual who maintains a permanent residence within the City and who is utilizing the facility for a non-commercial purpose. A driver's license or utility bill will be accepted as proof of residency.
- B. Non-resident – an individual who has not provided approved documentation of residency within the City and who is utilizing the facility for a non-commercial purpose.

- C. Non-Profit – any organization that is an IRS certified 501(c)(3) non-profit corporation or provides proof of good standing as a valid registered non-profit entity with the Secretary of State of the State of Missouri. Proof of such organization’s non-profit status shall be provided by the applicant with the application.
- D. Commercial – any business or individual utilizing the facility for a business-related purpose. Business-related purpose shall include free seminars held by a business owner when information about the business is displayed or distributed to attendees.
- E. Government – any state, county or local governmental entity or agency utilizing the facility for the conduct of official business of such entity or agency. Governmental use shall not include fundraising activities, awards dinners or any other gathering that is primarily social in nature.

Fees are provided in Appendix A.

## **8.0 Public Safety**

- A. Public Safety Officer(s) may be required at the event based on the type of event, estimated attendance and whether or not alcohol will be served. Hourly fees for public safety officers are provided in Appendix A.
- B. Community Center staff will work with the Renter(s) to schedule Public Safety Officer(s) for the reservation date.

## **9.0 Staff Fees**

Additional staff fees may be charged based on the type of event, estimated attendance and for rentals that occur when regularly scheduled activities are not occurring at the Community Center. The hourly fees for staff are provided in Appendix A.

## **10.0 Payment of Fees and Deposits**

- A. A reservation will be considered firm only when a Facility Use Agreement has been received and accepted by Community Center staff, and the deposit has been turned in at City Hall.
- B. All fees must be paid in full and all other required documents must be submitted no later than thirty (30) days prior to the scheduled use date.
- C. For each Facility Use Agreement, the Renter(s) will be required to submit a refundable security deposit made payable to the City of Riverside at City Hall prior to a firm reservation date being placed on the calendar. The fee will be deposited in the City’s bank account and refunded with a City check after the function has concluded (provided the condition of the facility is in the same order it was before the event).

## **11.0 Facility Use Agreement Procedure**

Facility Use Agreements can be obtained at the City of Riverside Community Center. If the date of the event is available, a Facility Use Agreement will be executed upon receipt of the facility deposit.

## **12.0 Cancellation Policy**

Individuals or groups requesting cancellation of reservations in any part of the Community Center space must do so at least twenty-one (21) days prior to the scheduled use date. Notice of cancellation shall be made in writing to the Community Center by the Renter(s). If the cancellation request is received less than twenty-one (21) days prior to the scheduled use date, or if the Renter(s) fails to use the facility on the scheduled use date, the Renter(s) shall forfeit a portion of the required security deposit in an amount equal to the rental fee for the scheduled use of the facility.

Exceptions to this policy may be made on a case-by-case basis in the event of very severe weather or unusual emergency.

## **13.0 Cleaning the Facility**

- A.** General cleanup is the renter(s) responsibility. All decorations, food, gifts and rental equipment must be removed from the facility at the end of the event.
- B.** Renters shall provide all cleaning supplies and trash bags. Trash must be taken with the renter following the event.
- C.** A walk through inspection will be conducted by a City employee at the conclusion of the use of the facility within twenty-four (24) hours. Any additional cleaning or repairs required will be deducted from the security deposit, and any remaining amount will be charged to the Renter(s).

## Appendix A

### Facility Schedule, Deposits and Fees

#### Community Center Deposit and Rental Rates – Per Four (4) hour block of time

	Meeting Room		Kitchen <sup>1</sup>	
	Deposit	Fee	Deposit	Fee
Government	\$0	\$0	\$0	\$0
Resident & Non-Profit	\$50	\$50	\$100	\$25
Non-Resident	\$100	\$75	\$200	\$45
Commercial	\$125	\$100	\$200	\$45

#### EH Young Park

	Small Shelter House		Large Shelter House (per Shelter)		Amphitheater	
	Deposit	Fee	Deposit	Fee	Deposit	Fee
Government	\$0	\$0	\$0	\$0	\$0	\$0
Resident & Non-Profit	\$50	\$25	\$100	\$75	\$100	\$75
Non-Resident	\$75	\$50	\$150	\$150	\$150	\$150
Commercial	\$75	\$50	\$150	\$150	\$150	\$150

#### Renner Brenner Park

	Large Shelter House		Small Shelter House	
	Deposit	Fee	Deposit	Fee
Government	\$0	\$0	\$0	\$0
Resident & Non-Profit	\$30	\$30	\$25	\$25
Non-Resident	\$50	\$50	\$40	\$40
Commercial	\$50	\$50	\$40	\$40

#### Briarcliff Waterfall

	Briarcliff Waterfall	
	Deposit	Fee
Government	\$0	\$0
Resident & Non-Profit	\$100	\$75
Non-Resident	\$150	\$150
Commercial	\$150	\$150

- <sup>1</sup> The kitchen may only be reserved in conjunction with the meeting rooms.
- <sup>2</sup> Community Center staff will determine the applicability of these fees when the facility agreement is completed and reviewed by staff. Rental fees are due thirty (30) days before the event.