



TOWN OF GARDNERVILLE
TOWN OPERATIONS MANUAL
DIRECTIVES AND PROCEDURES

Number 16.22

SUBJECT: Building Use Policy

Issue Date 10/2/2018

Purpose: Purpose: The purpose of this policy is to regulate the use of public buildings owned by the Town of Gardnerville (“Town”). The Gardnerville Town Board (“Board”) has determined that observance of these guidelines promotes orderly use of the buildings and facilities of the Town, that confusion and disappointment are minimized, and building and facilities remain useful to the Town’s citizens for a longer period by requiring each user of a Town building or facility to adhere to this policy.

Responsibility: The Board has the ultimate responsibility for the proper care, maintenance, and use of Town public buildings. The Board delegates the maintenance responsibility of Town public buildings to Town staff. If a person is aggrieved by the decisions or actions of the Town staff, the aggrieved person may request that the Board review the determinations or actions of Town staff after proper request is made, and the Board considers the matter at the next available Board meeting agenda.

Facilities Available

Maximum Occupancy

Gardnerville Station 1395 Hwy 395 N

46

Scheduling of reservations:

Reservations are accepted on a “first-come, first-served” basis. Applicants must sign a building use application and agree to be bound by its terms. Use must be scheduled through the Town of Gardnerville Administrative Office at 1407 Highway 395 N, by phone (775) 782-7134 or online at <https://www.townofgardnerville.com/government/town-forms/> On occasion approval must be obtained from the Gardnerville Town Board. If board approval is needed, it will be scheduled for the next town board meeting. Board meetings are held on the first Tuesday of each month.

I. Fees:

Deposit \$300
 Rate \$ 25/hr

II. Insurance: As part of the application, each applicant shall supply proof of insurance.

Comprehensive general liability insurance naming the Town as an additional insured and certificate holder will be required for any use with minimum limits of insurance of \$1 million for each occurrence and \$1 million annual aggregate. Insurance coverage must include premises, operations, products and completed operations, at a minimum.

III. Keys: Keys to the building will be furnished a day in advance of the event. Keys should be returned the next business day after the event. The Gardnerville Station meeting room does have

equipment that requires security, and therefore the user shall be required to check out a key for the building and is prohibited from distributing the key to any other person. If the key is lost or requires replacement due to the user's actions, then the renter shall be responsible for reimbursing the Town for any related cost including but not limited to new keys, or re-keying of the building.

- IV. Rules for Use:** Renter is responsible for securing the entire building after their event. The building should be left in a clean and orderly condition.
- a. Use of tobacco or marijuana products is prohibited on Town property at any time.
 - b. The possession and/or use of alcoholic beverages are prohibited on town property at any time.
 - c. The possession and/or use of drugs, other than those prescribed by a medical doctor or licensed health care professional is prohibited on Town property or on any town property at any time.
 - d. Commercial use of a Town building, such as selling products or charging an admission fee is not allowed.
 - e. Pets or animals (other than guide animals) are prohibited in Town buildings.
 - f. Open flames of any kind are not allowed in or around Town buildings, including, without limitation, lighted candles, fires of any type and torches of any type.
 - g. The use of portable heaters is prohibited in town buildings.
 - h. Lights within a town building shall be turned off at the conclusion of use. If a user fails to turn off lights after use of a Town building or facility, a penalty may be imposed and he user precluded from use of Town buildings or facilities in the future.
 - i. Meetings and activities must be conducted in a manner that avoids damage to the building and furnishings. If damage occurs, the user **will lose their deposit and be billed for actual costs of labor and material damages.**
 - j. Alterations or modifications to buildings or equipment owned by the Town is prohibited.
 - k. Children attending meetings or activities must be supervised at all times by a responsible adult. Children should never be left unattended on the grounds or in the building.
 - l. Parking is restricted to legal parking areas.
 - m. Events shall not exceed use more than 8 hours in any calendar day.
 - n. Posting or mounting materials on walls, ceilings, light fixtures, columns, doors or equipment is prohibited
 - o. Renters wishing to bring equipment must make arrangements at the time the building use application is signed.
 - p. No performance or any other event presented in a town building shall be broadcast by radio, television or by any other means (such as social media, cell phone, computer and the like) without written consent of the Gardnerville Town Board or Manager.
- V. Food and Beverages:** Care should be taken to avoid spills of all food and beverages. Spills should be cleaned up immediately, and all waste material removed from the premises after use and deposited into an approved trash or garbage receptacle. Staining foods and drinks should be avoided and red push is not permitted inside any Town public building.
- VI. Emergencies:** Should an emergency occur while using a building, users should alert everyone in the building and contact emergency services by dialing 911. The designated meeting place

during an emergency is the parking lot of the building being used. Avoid panic and contact the town as soon as possible.

- VII. Trash:** All trash is the responsibility of the renter and must be removed from the property at the conclusion of the event. Do not allow cups or cans with liquid to go directly in the trash.
- VIII. Cleaning:** All tables and chairs used where food or beverages were present must be cleaned, sanitized and put back in their original places prior to the end of the rental period. The floor where food or beverages were present must be swept and vacuumed prior to the end of the rental period. All moving of furniture must be done with care to avoid scratching the floors. Scratches caused by moving furniture will be considered damage and will be addressed as such.
- IX. Cancellations:** Cancellations occurring less than 48 hours prior to an approved us with result in forfeiture of deposit fees unless cancellation occurs because of an unforeseen and/or uncontrolled event, including, without limitation, acts of God, strikes, war and civil unrest.
 - a. In the event the facility closes for a weather emergency a refund will be issued.
- X. Lost or Stolen Property:** The town shall not be responsible for lost, stolen or damaged property.
- XI. Hours of Operation** – Building use is available only when it is not being used by the town and only between 8:00 a.m. - 9:00 p.m. on weekdays and 8:00 a.m. - 10:00 p.m. on weekends. Building use is subject to noise restrictions per Douglas County Code Section 20.690.030 and 20.702.180.