



**FACILITY RULES AND REGULATIONS**

1. A completed facility application and damage deposit are required before the facility may be booked. (No phone reservations accepted). Facility reservation fee must be paid at least 30 calendar days before said event, unless otherwise stated on this application. Damage deposit refund checks are processed through the City of Roy after your event. Issuance of said check takes approximately two weeks and will be sent to the name and address of the person signing your application unless otherwise notified.
2. Reservations may be made a maximum of 6 months prior to desired date.
3. Any individual or organization destroying City properties will be held responsible for costs of repairs or replacement.
4. Rice, confetti, glitter, etc., are not permitted.
5. For your protection, City of Roy recommends that all applicants obtain public liability insurance for their event. This insurance would protect you and your guests while using City property and is to indemnify against loss resulting from bodily injury and/or property damage. An insurance broker or agency can help you obtain the proper coverage.
6. The City reserves the right to immediately terminate this agreement, and the applicant agrees to immediately vacate the premises upon notice of the termination by authorized City personnel, upon any of the grounds set forth below.
  - a. Physical damage to City property caused by an attendee, whether invited or not; or
  - b. Violation of any law, ordinance or regulation of the State of Washington, County, or City by any attendee, invited or not.

**CLEANING-CHECK IN/OUT PROCEDURES**

- A. We request that you leave the facility in the same condition as when you arrived. This includes the restrooms. Do not throw rice, confetti, or glitter on City property. The cost of any cleaning or repairs that require City personnel will be deducted from your damage deposit. All cleaning must be done immediately at the end of your event. All trash will be placed in proper receptacles and secured.
- B. Remove all decorations and all other items brought to the facility.

**ACKNOWLEDGEMENT OF UNDERSTANDING**

In conjunction with my application to reserve Roy City Park, I hereby acknowledge that I understand the following:

- The park is an outdoor venue, and as such, it cannot be maintained in a constant state of absolute cleanliness.
- City staff members who are responsible for preparing park facilities have a work schedule of Monday through Friday 8:30 to 4:30, and the park reservation fee does not include their additional time outside these hours.
- The park will be tidied the Friday afternoon prior to a reservation. The park is open to the public for the rest of the day and the following weekend day(s) until your event, and the City is not responsible for conditions that may develop after the facilities have been prepared.
- Users of the park should bring cleaning supplies and equipment they believe may be necessary so they can bring conditions to their liking just prior to their event.
- No person shall open a package containing liquor or shall consume liquor in the park.

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Signature

Date