

**City Hall Campus (CHC) Park and Parking Lot
Rules and Regulations
1209 6th Street
Nevada, Iowa 50201
515-382-5466**

CONTACT AND HOURS

The CHC Park and Parking Lot is managed by City Hall. You may call 515-382-5466 from 8:00 – 5:00 p.m. Monday through Friday to make reservations.

TENANTS OR RESPONSIBLE PARTY

The person for whom the CHC Park and Parking Lot is rented/reserved must be at least eighteen (18) years of age and will be responsible for the actions of the occupants and ensuring compliance with rental policies, procedures and restrictions. The tenant will be responsible financially for all damages to the property and/or premises, and will indemnify and hold harmless the City, its agents, employees and council members from and against any and all loss, cost, damages and expenses occasioned by, or arising out of, any accident or any other occurrence causing or inflicting injury and/or damages to any person or property, happening or done in, upon, or about the CHC facility, parking area or due directly or indirectly to the rental, use occupancy thereof or any part thereof.

The tenant must be physically present during the entire reservation period. All payments, modifications, and cancellations must be made by the tenant.

FEES

Like any other park shelter, in order to make a reservation, a fee of \$5.00 per hour will be collected as down payment. The rental fees are non-refundable and will be immediately deposited upon receipt. In the event of a cancellation, the fee can be transferred to another available date.

RESTROOM FACILITIES

For the use of public restroom facilities, City Hall is open from 8:00 – 5:00 p.m. Monday through Friday. Arrangements must be made for alternate restroom facilities for events at the park or parking lot where food and beverages are offered.

CLEANING

Properly dispose of garbage on site in the trash receptacles or if an exuberant amount of garbage is produced the tenant is required to take garbage with them and dispose of it appropriately.

SMOKING

According to state law, smoking is not allowed in the facility or on the premises, including the parking lot.

PET POLICY

Pets are allowed on the premises, however; they must abide by the animal code as it relates to leashes and the owner is responsible for the immediate and proper disposal of solid waste excreted by the animal at all times.

DECORATIONS

Decorations may be loosely tied to rails, benches, pillars, etc. but shall not be adhered to such facilities. The use of adhesives, tape, nails, and thumb tacks or staples on any surface of the shelter, mortar or buildings are prohibited. No open flame candles are permitted on the premises. All decorations must be removed at the end of the event.

ALCOHOL

No alcohol is allowed in the facility or on the premises, including the parking lot.

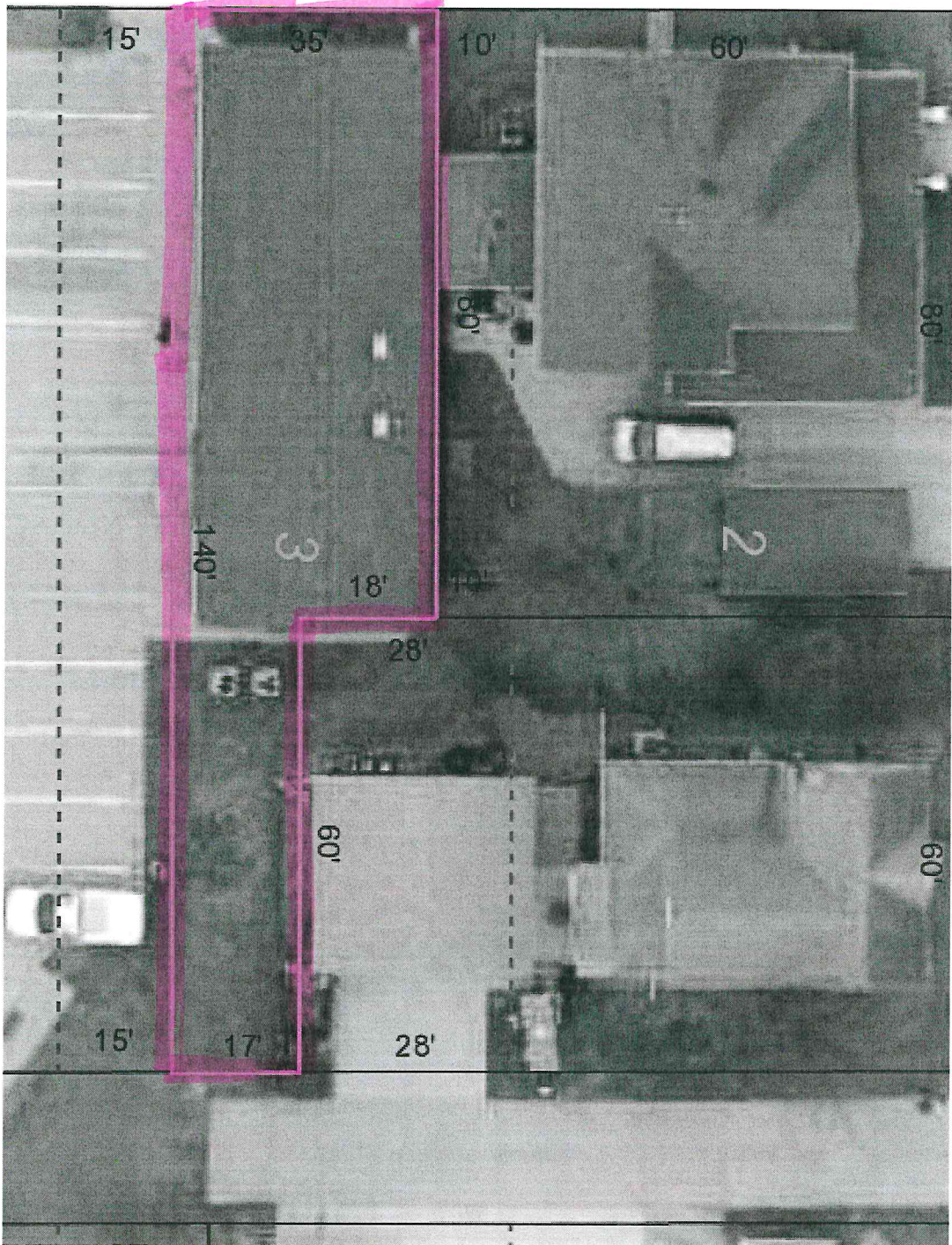
USE OF THE PARKING LOT

If a tenant requires the use or closure of the City Hall Parking Lot, the request shall be made in writing to the Public Safety Director/Police Chief. Barricades and other signage may be required for the safety of those using the space and will be at the expense of the tenant.

COMMUNITY-WIDE BENEFITS

Blood drives, elections and other non-profit community-wide benefits will not be charged a fee, excluding benefits for an individual or family.

Senior Center Property
1231 6th Street



EQUIPMENT AVAILABLE FOR USE AT THE SENIOR CENTER BUILDING

8 60" ROUND TABLES
4 48" ROUND TABLES
1 6FT. RECTANGLE TABLE
1 5' x 20" SMALLER TABLE
100 BANQUET STYLE CHAIRS
8 DOZEN EACH PLATES, SOUP BOWLS, MUGS, GLASSES & SILVERWARE
2 14"X20" BAKING PANS
2 COOKIE SHEETS
1 12 QT. STOCK POT
SERVING UTINSELS
1 BUNN COFFEE MAKER
2 30 CUP COFFEE POTS
1 3 GAL. COLD BEVERAGE CONTAINER
6 INSULATED COFFEE POTS
6 WATER PITCHERS
1 PUNCH BOWL W/LADLE

FULL KITCHEN WITH ISLAND AND SERVING COUNTER
ELECTRIC STOVE PLUS ADDITIONAL WALL OVEN
MICROWAVE
REFRIGERATOR WITH ICE MAKER
2 DISHWASHERS
1 BUS CART WITH 2 LARGE GRAY TUBS
VACUUM AND OTHER CLEANING EQUIPMENT

P.A. SYSTEM WITH OUTLETS ON ALL FOUR CORNERS OF THE ROOM
TV W/DVD PLAYER (remote on back of TV) Please take care not to lose the remotes.
PIANO
1 EASEL IN FURNACE ROOM
1 WHEELCHAIR