



Goodlettsville Event Center Rental Policies and Procedures

Basic Rental Information

1. The Goodlettsville Event Center is available to rent on a first come, first served basis.
2. The Event Center may be reserved by individuals, businesses, or organizations for social gatherings and meetings. All requests for reservations must be made by an individual who is 21 years of age or older.
3. Reservations are accepted up to one calendar year in advance. Reservations may be made online at goodlettsvilleparks.com or in person at the Community Center. Inquiries may be made by phone. A security deposit fee of \$200.00 must be paid at the time of reservation. The remaining balance must be paid within 10-business days of the reservation. If full payment is not made within 10-business days, the reservation will be canceled and the security deposit returned at that time. If a reservation is made within 14-business days of the event, the full rental amount is due at the time of reservation. Cancellations will be refunded according to the Parks and Recreation refund policy.
4. Reservation time should include the time the renter needs the facility for setup, until the group will **vacate** the facility (includes all break-down/clean-up time). Reservations must begin after 5:00pm Monday through Thursday. Reservation must conclude by 10:00pm. Exceptions may be made if approved by the Parks and Recreation Director.
5. The person who makes the reservation is considered the responsible party. The responsible party must be present at the event or activity for the entire rental period. The responsible party is responsible for knowing all details agreed upon in the contract, making sure all rules and regulations are enforced, facility cleaned, and trash picked up and disposed of in bins outside the facility. Failure to enforce policies may result in forfeiture of part, or all, of the security deposit, as well as additional fees being charged for costs incurred by the City above the amount of the deposit fee.
6. A City of Goodlettsville staff member will be there to grant access to the facility and will remain on site during the duration of the rental.
7. The City of Goodlettsville reserves the right to limit rentals to individuals or groups.
8. The City of Goodlettsville is not responsible for personal equipment or items left by renters in the facility.

Security Deposits

1. All groups using the facility require a \$200 security deposit. Groups sponsored, or co-sponsored, by the City of Goodlettsville are not required to submit a deposit payment. Deposits are secured with cash or debit/credit cards only. If all conditions of the permit are complied with, the full deposit amount will be returned to the original debit/credit card, or by check.
2. All, or part of, a security deposit will be retained if there is damage to the facility, property, equipment, or for other reason that the City incurs cost as a result of the rental. The responsible party will be held responsible for any and all damages to facilities and property belonging to the City of Goodlettsville beyond the security deposit. Damages will be charged at \$100 plus the actual cost of the repair.
3. A pre-event and post-event checklist will be conducted by a Parks staff member to assess if all requirements have been met.

Refunds

The full reservation fee will be refunded with a 10-business day notification of cancellation.

One-half of the reservation fee will be refunded with a 5-business day notification of cancellation.

Any cancellation within 5-business days of an event will receive no refund.

Online convenience fees will not be refunded.

Rules and Regulations

1. Reservation hours must be strictly observed. The facility must be vacated at, or before, the designated end time for the rental. For rentals, it is the duty of the responsible party to insure that the group departs on, or before, the designated time on the reservation permit. Failure to depart on time shall result in forfeiture of part or all of the security deposit. Failure to vacate fees are charged at 2 times the normal rental rate with a one hour minimum charge and may be administered immediately after the designated rental end time.
2. All use of the facility must be under competent, adult supervision with the person or group using the facility assuming full responsibility for any damage to the facility or equipment.
3. Tables and chairs are available for rentals. All tables and chairs must remain inside the facility. Renter is responsible for setting up and taking down tables and chairs. Tables and chairs are to be cleaned and placed back in their original location.
4. Rental parties, instructors, and group leaders will be held responsible for the actions of children. For their safety, please enforce the following rules:
 - a. Children must be under adult supervision at all times while in the facility.
 - b. Rental groups, instructors, or special use groups must keep control of children at all times. An adult must be in the room with the children at all times.
 - c. It is the responsibility of the person in charge of the rental, event, or class to make sure proper supervision and conduct takes place.
 - d. Children should not be allowed to run free in the facility or outside of the facility.
5. Smoking/vaping is not permitted inside the facility. The responsible party will be charged for the cost of removing any evidence that smoking may cause (smell, burns, etc.).
6. Animals are prohibited from the facility, except service animals.
7. Amplified music is permitted with prior approval from the Director of Parks and Recreation. An amplified sound variance permit may be required.
8. Parking is restricted to designated areas only. Vehicles may not park in the grass. Vehicles may not load or unload near the front or rear doors. All loading or unloading of items must be done from the parking lot. Damages done to City property or the facility as a result of vehicles will be charged against the refundable deposit and additional charges invoiced to the renter.
9. City staff will not distribute or promote information on rentals and uses held in City buildings. Please ensure flyers, invitations, and other promotional materials list the renter's contact information.
10. The City reserves the right to restrict or limit access to the building during the course of the rental. Appropriate city staff must be provided access to the event upon request in order to monitor event activities and ensure compliance with ordinances and terms and conditions.
11. Room occupancy limits, as established by the Fire Marshal, apply.
12. Groups renting equipment to be delivered to the facility must make arrangements with the rental company to meet them at the facility to accept the deliveries. City staff cannot sign for these items and will not be responsible for them while they are on the premises. The rental companies must pick up rental items at the conclusion of the rental, unless alternate arrangements are discussed and approved by the Director of Parks and Recreation.
13. Audio visual equipment that is located in the facility is not available to renting parties. This equipment is to be used only by City employees.
14. Grills are not permitted, and fryers are not permitted inside the facility.

Kitchen

1. The kitchen must be reserved, and paid for, or it will be locked at all times during the rental.
2. It is the renter's responsibility, when renting the kitchen, to provide pots and pans, utensils, dishcloths, soap, cleaning supplies, and any other needed items. Nothing is provided at the facility other than space and appliances.
3. All items that are stored in the refrigerator must be removed or thrown away at the end of the rental.
4. All groups using the kitchen facilities, including renters, are responsible for the thorough cleaning of the area. This involves:
 - a. Wiping all counter space and appliances with a cleaning product and drying with a clean cloth
 - b. Sweeping and cleaning the floor (broom and cleaning mop are provided)

- c. Removing all food and other supplies
- d. Taking all trash to outside dumpsters and re-lining trashcans with trash bags

Decorations

1. No nails, staples, duct/scotch tape, or other fastening devices are to be attached to any wall, floor, or ceiling. Only painter's masking tape can be used on walls. All tape must be removed immediately after use. If any adhesive from tape sticks to a surface, a charge will be assessed to remove it.
2. No glitter or small confetti can be used at any time.
3. Groups using tables for food service, or for any messy activity, are required to cover all tables and provide their own tablecloths. Cloth, plastic, or paper with a plastic backing may be used. There are 4 rectangular tables that are 72"x30" and 12 round tables that are 72".
4. Neither fog nor smoke machines may be used.
5. Groups must provide their own ladders and equipment needed for decorating a facility.

Other Terms and Conditions

The City of Goodlettsville has the authority to revoke any permit for any violation of terms and conditions or ordinances. In the event of any non-compliance with the terms and conditions, the City of Goodlettsville can, in its sole discretion, ban any individual or group from any further activity in any City of Goodlettsville facility or park.