

## Use Policy

The Commons at Pond Park in Powell, WY  
135 North Bent Street

Return the completed application, deposit and fees to the City of Powell, City Clerk's Office, 270 North Clark, Powell, WY 82435. For questions please call (307)754-5106.

### **FEES**

#### **Deposits:**

A deposit fee of \$150 is required at the time of application or reservation. The deposit fee must be made in cash or by check payable to the City of Powell and received at the time of reservation. This fee will be used to cover any damage or loss, which may arise from use of the facility. Any and all damages, losses or additional cleaning required will be deducted from the deposit. In addition, the reserving group or individual is responsible for any costs in excess of the deposit fee which may be assessed for to damages, losses or additional cleaning. The City agrees to return any deposit which is due within thirty (30) days following the end of the event provided there are no claims for cleaning, losses or damage.

#### **User Fees:**

All user fees will be forfeited if cancellation of reservation is not made at least two (2) weeks prior to the scheduled event, otherwise a \$25 fee will be assessed. This will include cost of set up and take down days.

### **USE APPLICATION, PROCEDURES, AND POLICIES**

All reservations are processed on a first come, first served basis. No reservation will be considered confirmed and the facility reserved until a properly completed application/agreement form, and deposit have been received. All fees are due no later than thirty (30) days prior to facility use.

### **GENERAL USE POLICIES**

The Commons may not be used in a manner that violates any ordinances, rules or regulations of the City, or will create an unreasonable danger to the health and safety of the user or the general public. The facility may not be used for any unlawful purpose or by transient merchants or business for commercial use.

To insure the safety of participants, access to exits and clear pathways to exits may not be obstructed.

Users of the facility will not have exclusive use of the restrooms during the regularly scheduled hours of operation (8 a.m. – 5 p.m.) as they serve as public restrooms for the downtown area.

Any and all use, sales and serving of alcoholic beverages within the Commons shall be done in compliance with ordinances and policies of the City of Powell as well as all applicable state and federal laws and regulations. Alcohol permits must be obtained from the City at least thirty (30) days prior to the event. Any individuals or entity desiring to sell alcoholic beverages at the Commons facility shall be required to carry a liquor liability insurance and shall provide upon application, a copy of a certificate of insurance with proof of liquor liability, which will provide coverage for the time in which the Commons facility will be used and which policy shall require thirty (30) days written notice to the CITY proper to cancellation of said policy. Said policy shall be in the minimum amount of \$500,000 per occurrence. NO GLASS BEER BOTTLES WILL BE ALLOWED IN THE COMMONS – ONLY CANS OR KEGS.

NO TAPE OF ANY KIND IS ALLOWED TO BE USED ON THE FLOOR OF THIS FACILITY.

NO NAILS OR SCREWS TO BE USED IN ANY WALLS.

NO DRIVING ON THE TILE FLOOR.

The Commons is a non-smoking facility and the reserving group or individual shall be responsible for insuring that no smoking occurs within the facility, including the bathrooms and the entry area.

During normal business hours those using the Commons shall park in the City Parking lots on Clark and Absaroka Streets in order to permit as much parking as possible for downtown shopping. Street and alley parking will be limited to loading and unloading.

The Commons facility shall not be used for any purpose prohibited by law and any use must comply with all applicable federal, state, and local laws and regulations.

The City of Powell reserves the right and authority to immediately revoke the right to use the facility at any time should facts be brought to their attention which indicate that the use of the facility does not comply with the use policy established herein or any applicable federal, state, local laws and regulations. No prior notice of said revocation shall be required.

#### **RESPONSIBILITIES OF THE COMMONS FACILITY USER**

Prior to the event:

Approximately (40) eight-foot tables and 320 chairs are available at the Commons for event use. If more are required, it is the users' responsibility to acquire these (and return them at the conclusion of the event). Please do not drag tables across the floor as it scars the tile.

While a coffee urn is available for use in the Commons, all other needed kitchen supplies (towels, dish cloths, dishes, table service, serving pieces, punch bowls, etc.) are the responsibility of the user.

## User Checklist

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NO TAPE TO BE USED ON TITLE FLOOR. NO NAILS OR SCREWS IN ANY WALLS (deposit will be forfeited)

### Following Event:

- Remove decorations, tape, string, etc., from walls, ceilings, tables, chairs
- Limited cleaning supplies are in the entryway behind the door marked "C" for washing down table tops, counters and for sweeping floors
- Wipe/wash tables clean
- Stack tables (TABLE TOPS DOWN) on carts (11 per cart), and return tables to storage area
- Stack chairs on holders and return to storage room at front of building
- Clean Kitchen area (leave stove and refrigerator in clean condition)
- Check bathrooms pick up paper towels etc. from the floor
- Clean up all garbage and litter (both inside and outside the Commons) from the event
- Sweep the floor in preparation for wet moping by the cleaner
- Empty all garbage containers, and put garbage in dumpsters in the ALLEY
- Put new garbage sacks in the garbage containers
- Turn power "off" on sound system if used
- Return thermostats (2) to "continuous unoccupied". In summer months, turn off swamp coolers
- Turn off all lights in the main area
- Make sure all doors are secured and locked
- Return keys to City Hall within two (2) working days following the event

Full deposits will not be returned to user if items on checklist are not completed. User is responsible for excess costs of any damages/loss to facility and /or equipment.