



Sun Valley General Improvement District Parks and Recreation

Neighborhood Center Reservations

The use of the Sun Valley Neighborhood Center "Grand Room" is by reservation only. The Grand Room will accommodate groups of 120 or less. Please be aware that the "Group Size" is the total number of people expected over the course of the event, including caterers, vendors, photographers, etc. It is advised that you tour the facility prior to making your reservation to ensure it will meet your needs.

Grand Room is available for reservation at **\$50.00 per hour** with a **2 hour minimum** between 3 pm and 10 pm Monday through Friday. Saturday and Sunday the Grand Room is available from 9 am until 10 pm. All hours reserved must be consecutive; the District will not split hours. When selecting your hours, please make sure you allow yourself enough time for set-ups (including decorations), tear down, and clean-up.

East Room is available for reservation at **\$30.00 per hour** with a **2 hour minimum** between 3 pm and 10 pm Monday through Friday. Saturday and Sunday the East Room is available from 9 am until 10 pm. All hours reserved must be consecutive; the District will not split hours. When selecting your hours, please make sure you allow yourself enough time for set-ups tear down, and clean-up.

Small Meeting Room is available for reservation at **\$25.00 per hour** with a **2 hour minimum** between 3 pm and 10 pm Monday through Friday. Saturday and Sunday the Small Meeting Room is available from 9 am until 10 pm. All hours reserved must be consecutive; the District will not split hours. When selecting your hours, please make sure you allow yourself enough time for set-ups tear down, and clean-up.

Open/Close there is a **\$22.00** service fee to have the building unlocked and locked for all reservations that do not require security services.

A Cleaning/Security Deposit of **\$250.00** or **\$500.00** (*depending on room*) is required with all reservations of the Grand Room. The deposit, or portions thereof, may be retained by Sun Valley GID to cover any additional expenses incurred by Sun Valley GID associated with the reservation, i.e. additional cleaning required, additional staff time, or damages caused by the group. If full deposit is to be refunded, it will be paid within three (3) weeks from the date of the event. If the Permittee does not vacate the premises at the times specified on the permit, the entire cleaning/security deposit will be forfeited.

Certificate of Insurance for General Liability and listing Sun Valley GID as the Certificate Holder. Failure to provide Certificate of Insurance will result in termination of the reservation (amount pending on event size).

Security Services will be required for all reservations that will go past 6 pm, exceed 75 attendees, and/or serving alcohol. Security Services must be provided through ESI Security Services. The reserving party will be responsible for making arrangements, costs and providing proof of security services. Failure to provide proof of Security Service will result in termination of the reservation.

Alcoholic Beverages are allowed in the premises only, but **NOT** allowed for any youth events or on any part of the athletic facility, its surrounding spectator area, or its parking areas.
(See security service requirements)

Smoking is **NOT** permitted in the facility. Ashtrays are available outside of the building.

Method of Reservation: In person at the Sun Valley GID Office 5000 Sun Valley Blvd., Sun Valley, Nevada. Hours of operation are Monday through Friday 8 am until 5 pm (excluding holidays). Or by calling Sun Valley GID Reservation staff at (775) 673-2220 Monday through Friday 8 am until 5 pm (excluding holidays).



Sun Valley General Improvement District
 5000 Sun Valley Blvd., Sun Valley, NV 89433
 Phone: (775) 673-2220 Fax: (775) 673-1835

Application for Sun Valley Neighborhood Center – Room Rental

Sun Valley GID Facilities Requested:	
Dates, Days and Time of Day Requested:	
Intended Use:	Anticipated number of participants/teams:
Cost to participants:	Age of participants:
Room Rentals	Sanctioning Body:
	Number of Rooms Requested: Number of Days:
	Vendors/Concessions: Would like access to Kitchen Y or N
	Event Name:
Primary Contact:	
Organization Name:	
Mailing Address:	
Preferred Phone:	Email:
Alternate Contact:	
Mailing Address:	
Preferred Phone:	Email:

- Grand Room Rental** \$50 per/hr (2 hour minimum)
- East Room Rental** \$30.00 per/hr (2 hour minimum)
- Small Meeting Room** \$25.00 per/hr (2 hour minimum)
- Open/Close \$22 service fee

Organization may be required to bring in portable restrooms or additional dumpsters for event.
 Organization is required to provide clean up and trash removal at events.

- Before a permit will be issued, the applicant must provide:
- a. A Certificate of Insurance (amount pending on type and size of event) naming Sun Valley GID as additional insured
 - b. A damage/cleaning deposit in the amount of \$250.00 or \$500.00 by cash, check or money order
 - c. A completed and signed Sun Valley Neighborhood Center Rental Use Requirements Agreement
 - d. A signed Hold Harmless Agreement
 - e. A copy of Security Service Agreement (renter responsible to hire full security)

Signature

Title

Date

OFFICE USE ONLY

Completed Application _____	Damage/Cleaning Deposit _____	Certificate of Insurance _____
Rental Agreement _____	Hold Harmless Agreement _____	Security Open&Close/Agmt _____

Mail form to Sun Valley GID, Attn: Jennifer Merritt 5000 Sun Valley Blvd., Sun Valley, NV. 89433 or you can fax it to (775) 673-1835.



Sun Valley General Improvement District Parks and Recreation

Facility Rental Deposit Agreement

I, _____ am providing to the Sun Valley General Improvement District (hereafter referred to as the "Sun Valley") a security and cleaning deposit of \$_____ for the use of the following facilities:

_____ Sun Valley Neighborhood Center _____.

Initial each of the following statements as you read them in the blank provided.

_____ I understand that the payment will not be held un-cashed, but rather it will be deposited into Sun Valley's Recreation Fund account.

_____ I understand that the entire amount will be returned to our organization should the rented facility be left in the same or better condition than it was found in and all borrowed equipment, including keys, are returned.

_____ I understand that the deposit can be reduced for any of the following reasons:
§ By failing to follow Sun Valley's Facility Reservations Payment and Cancellation Policy.
§ By applying for a field use permit under false pretenses.
§ By damaging a facility, turf or structure, during our use.
§ By ignoring the decisions of Sun Valley to close a facility and using it anyway.
§ By failing to clean a facility or garbage after using it and thereby requiring Sun Valley staff time to do the cleanup.

_____ I understand that our deposit will be used to cover the cost of repairs caused by our use, and any repairs costs in excess of the deposit amount will be billed to us, and paid by us.

_____ I understand that we should inspect the facility for damage or hazards before using it to ensure the safe use by our organization and to minimize our responsibility for damages cause by others. Report problems to Jennifer with Sun Valley GID at (775) 673-2220, for facility emergencies outside of business hours, refer to emergency numbers listed on permits.

_____ I understand that we will be notified in writing as to each debit against the deposit.

Signature

Organization

Printed Name and Title

E-Mail

Preferred Phone #

Date of Acceptance

Sun Valley Neighborhood Center Rental Use Requirements Agreement

The use of the Sun Valley Neighborhood Center operated by the Sun Valley GID is authorized by reservation only. An Agreement allows the holder to use a specific facility only on the days and times specified on the rental application. Holders of the Rental Agreement must leave a facility in the same or better condition than it was found in. The following requirements must be followed at all times, and doing so will keep facilities in great condition.

- § Alcoholic beverages are allowed in the premises only, but not allowed for any youth events or on any part of the athletic facility, or its surrounding spectator area or its parking areas. Police will be notified when this policy is violated. All events serving alcohol will be required to have Liability Insurance and security services.
- § Smoking This is a non-smoking facility and ashtrays are available outside the building for your convenience.
- § Users cannot make alterations to any building, rooms or structures.
- § Standing or table decorations may be used for your event. Decorations may be scotch taped to the windows only. Please make sure they are cleaned up at the end of your event. No tacks, staples, nails, duct tape, masking tape, glue; etc. may be used. Hanging decorations or piñatas must have prior approval. Birdseed, rice, loose flower petals, glitter, and confetti are NOT allowed either inside or outside of the building. Balloons are allowed indoors only and must be anchored and removed at the end of your event.
- § Temporary Concessions or Vendors require a temporary food permit from the Washoe County Health Department (775) 328-3743 and a valid business license.
Will you be Serving Food/Beverage Yes_____ No_____
- § The kitchen is equipped with a sink, microwave, refrigerator, freezer, and service counter, to assist with prepared foods only.
- § No person can set or maintain any fire (including candles) in a Sun Valley GID facility except in stoves or grills maintained for that purpose and installed by Sun Valley GID. No person other than a law enforcement officer can carry any firearm within the limits or the parks. Possession or ignition of fireworks is prohibited.
- § Users must pick up the garbage around the facility, and to keep the restrooms clean. Users are also required to remove trash liners and place all trash in provided dumpsters as necessary during permitted use. Any area that needs to be cleaned after by park staff will be billed for the labor against their cleaning deposit.
- § No glass containers are allowed on the premises.
- § Users must ensure that its participants are parking properly at all times. Vehicles may not be driven or parked on turf surfaces, on sidewalks, in service driveways or in fire lanes.
- § Pets are not allowed except for service dogs.
- § No person can use any sound amplification equipment (PA system, car stereos) in the parks except by special permit from Sun Valley GID. Those with permission shall maintain amplified sound at a level not to exceed 80 decibels at the perimeter of the park.
- § Vandalism is a criminal act. No person can damage, deface, destroy or remove any facility property, including but not limited to: signs, structures, equipment, natural growth or other material. Police will be notified when this is violated, violators will be prosecuted.

I agree that my organization will follow and abide by this Sun Valley Neighborhood Center Rental Use Requirements Agreement, all Washoe County regulations and ordinances, and all laws and statutes of the State of Nevada.

Signature

Date

Name of Organization

Title



Sun Valley General Improvement District
5000 Sun Valley Blvd., Sun Valley, NV 89433
Phone: (775) 673-2220 Fax: (775) 673-1835

FACILITY HOLD HARMLESS AGREEMENT

The undersigned wishes to use certain Sun Valley GID facilities known as the **Sun Valley Neighborhood Center** _____ from _____ to _____ for the purpose of _____ .

The provisions of this agreement apply to myself, my entity, group or organization and our invitees or guests. I agree to abide by all applicable rules and regulations relating to the property. Failure to do so may result in revocation of permission to use the facilities and an order to vacate the premises.

I agree to reimburse Sun Valley GID for any damages done to its property by myself or any other person associated with myself or my group. I also agree to save and hold Sun Valley GID and its officers, agents, servants and employees harmless from any claim by any person resulting from our use of the facilities including, without limitation, any claims for damages resulting from death or injury to any person or damage to any property arising out of any activities at the facilities except those directly and proximately resulting from the intentional or negligent act of Sun Valley GID employees acting within the scope of their official duties.

I agree to give Sun Valley GID prompt and timely notice of any claims made or suit instituted resulting from our use of the facilities, which may directly or indirectly affect Sun Valley GID or its officers, agents, servants and employees.

I agree to reimburse Sun Valley GID for any expenses incurred in responding to or defending any claims or suits resulted from our use of the facilities, including the reasonable value of any services rendered or time spent by Sun Valley GID employees in responding to or defending such claims or suits.

I also agree to obtain and maintain a policy of General Liability Insurance (**SEE ATTACHED LIABILITY INSURANCE REQUIREMENT**) required by Sun Valley GID. Said policy shall be endorsed to include the Sun Valley GID as an insured with respect to liability arising out of our group activities pursuant to this Agreement. Proof of coverage shall be provided in the form of a Certificate of Insurance and shall provide for thirty (30) days notice of cancellation to Sun Valley GID. Sun Valley GID's acceptance of such insurance certificate shall not relieve me of liability nor shall the amount of insurance limit my responsibility.

If I fail to secure insurance, Sun Valley GID may, at its option, secure such insurance and I will be responsible to reimburse Sun Valley GID for the expenses incurred.

I certify that I have the authority to enter into this agreement on behalf of the entity or organization described below and I am executing this agreement on its behalf.

DATED this _____ day of _____ .

AUTHORIZED SIGNATURE

NAME OF ORGANIZATION
(If Applicable)

SUN VALLEY GID DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, COLOR, AGE, RELIGION, DISABILITY OR NATIONAL ORIGIN IN THE ACTIVITIES AND/OR SERVICES WHICH IT PROVIDES.
PLEASE SIGN & MAKE COPIES FOR YOUR RECORDS



Sun Valley General Improvement District Parks and Recreation

LIABILITY INSURANCE REQUIREMENT

CLASS I (NO INSURANCE REQUIRED)

- Sun Valley GID
- Other Government Agencies
- Washoe County School System
- Joint Use Agreement Holders
- Social Gatherings (under 50 people)

CLASS II \$300,000

- Scientific, Educational, Associations, Public Service Non-Profit Groups,
- Religious Groups (51-100 people)
- Private or Public Schools
- Private Gatherings (51-100 people)
- Commercial Gatherings (51-100 people)
- Social Gatherings (51-100 people)
- Portable Amusement Structures

CLASS III \$500,000

- Auctions
- Seminars
- Auto Shows
- Bingo Games
- Speaking Engagements
- Craft Shows
- Educational Exhibits
- Weddings (101-300 people)
- Picnics (101-300 people)
- Dog and/or Cat Shows
- Musicals, Plays
- Events With Liquor Served (up to 100 people)

CLASS IV

\$1,000,000

- Events With Liquor Sold
- Concerts
- Dances
- Picnics (300 + people)
- Soap Box Derby
- Parades
- Handball
- Racquetball
- Archery
- Animal Racing
- Fireworks
- Circus
- Carnival
- Events With Liquor (100 + people)
- Any large event greater than 100 people where special measures may be required to keep order, protect the facility and control the liability exposure.

ANY EXCEPTIONS MUST BE APPROVED
BY THE SUN VALLEY GID TRUSTEES

The above list is not inclusive

Facility users MUST furnish Sun Valley General Improvement District with a Liability Certificate in the amount required, naming Sun Valley GID as an "Additional Insured." Insurance Certificates are due thirty (30) days prior to event.

Family picnics, socials, weddings, etc. can obtain liability insurance through their Homeowner's Agent.

Companies, groups, etc. should contact the agent who carries their liability insurance for the company or group.



Sun Valley General Improvement District Parks and Recreation

Facility Reservations Policies and Procedures

I. PURPOSE

The purpose of this policy is to standardize procedures and maximize efficiency in the reservation process, thus providing the facility users with a quality experience. Safety of the group, the public, and staff is addressed, as well as quality management of facilities.

A facility includes buildings, picnic/party pavilions and other outdoor areas built, installed or established as reservable areas. This policy does not address Special Events/Activities or Field Permits; they are discussed in other policies.

II. PROCEDURES

Available Facilities

1. Sun Valley Community Park
 - Neighborhood Center
 - Pool
 - Pavilions
 - Ball Field
 - Soccer Field
 - Bike Track
2. Gepford Park
3. Highland Ranch Park
4. Sun Mesa Park

Method of Reservation

1. Telephone call to Sun Valley GID Reservations staff at (775) 673-2220, Monday – Friday, 8 a.m. – 5 p.m. (excluding holidays).
2. In person at the Sun Valley Neighborhood Center located at 5000 Sun Valley Blvd., in Sun Valley, Nevada. Hours of operation are Monday – Friday 8 a.m. – 5 p.m. (excluding holidays).

Limitations

1. Reservations can be made one year in advance and are based upon available dates and other park functions and events.
2. Reservations, or changes to reservations, may be made on a first-come first-serve basis up to one year prior to the date of the event and no less than thirty (30) days prior to the date of the event for building reservations and no less than fourteen (14) days for pavilion reservations prior to the event.

Reservations and/or changes made less than fourteen (14) or thirty (30) days, as applicable, may not be available.

3. The signed Application, Hold Harmless Agreement and the Rental Use Requirement Agreement are due 14 days after the reservation is made. For reservations made less than thirty (30) days prior to the event, the signed permit is due within 48 hours of the time the reservation was made and prior to the start of the reservation. Failure to submit any and/or all of the above documents will result in the termination of the reservation and facility use fees will be retained in accordance with the cancellation section of the Fees and Charges Policy.
4. Availability – The District Manager will determine the season of availability for the facilities.
5. The Neighborhood Center – Grand Room will accommodate groups of 120 or less. Please be aware that the “Group size” is the total number of people expected over the course of the event, including caterers, vendors, photographers, etc. It is advised that you tour the facility prior to making your reservation to ensure it will meet your needs.
6. Hours of Use – The Grand Room is available for reservation with a 2 hour minimum between 3 pm and 10 pm Monday through Friday. Saturday and Sunday the Gran Room is available from 9 am until 10 pm. All hours reserved must be consecutive; the District will not split hours. When selecting your hours, please make sure you allow yourself enough time for all set-ups (including decorations), tear down, and clean-up.
7. Bounce houses and other portable amusement structures may be permitted in accordance with the Portable Amusement Structures Policy.
8. Alcohol is permitted for reservable facility(s) only. Appropriate insurance, and in some cases a permit, must be received by Sun Valley GID prior to the date of the event. Alcohol is NOT permitted at youth events.
9. No person under 18 years of age may make a reservation for any Sun Valley GID facility.
10. Animals (except for service animals) are not permitted in any reservable facility.
11. Amplified or loud acoustics sound is not permitted at any reservable outdoor facilities without prior approval from Sun Valley GID.
12. All facility rules and regulations must be followed at all times.
13. Events that violate any Sun Valley GID policy, or any local, state, or federal law, are prohibited.

Fees and collection of Fees

1. Fees for facilities will be listed in the Fee Schedule approved by the Sun Valley Board of Trustees.
2. Fees are due in full at the time the reservation is made.
3. Fees are to be paid to Sun Valley GID in the form of cash, check, money order or credit card (MasterCard, Visa, or Discover).
4. Checks will not be accepted less than thirty days prior to the event.

Refundable Cleaning/Security Deposits

1. Cleaning/security deposit are listed in the Fee Schedule approve by the Sun Valley Board of Trustees.
2. Applicable deposits are due at the time the reservation is made.
3. Deposits, or portions thereof, may be retained by Sun Valley GID to cover any additional expenses incurred by Sun Valley GID associated with the reservation, i.e. additional cleaning requirements, if event goes over reserved hours, additional staff time, or damages caused by the group.
4. If the Permittee does not vacate the premises at the time specified on the permit, the entire cleaning/security deposit will be forfeited.
5. If full deposit is to be refunded, it will be paid within three (3) weeks from the date of the event.
6. Partial refunds will be given after repair and/or cleaning bills have been submitted to Sun Valley GID.
7. An itemized list of any additional expenses will be presented to the Permittee/Applicant for explanation of retained deposits.
8. Deposits will be refunded to the individual who paid the deposit. Deposits paid in cash, check, money order or credit card will be refunded with a check.
9. Sun Valley GID will process facility deposit refunds to customers in an efficient and timely manner, and in accordance with the Facility Reservation Policy. If a patron cancels a reservation or changes the date or location, a cancellation fee per the Fees and Charges Schedule will be withheld. If Sun Valley GID cancels a reservation, a full refund will automatically be processed unless the cancellation results from a breach of the rules established by Sun Valley GID. Extenuating circumstances such as a medical emergency, death or moving out of the area, may warrant an exception to the policy. Refunds for facility reservations must be requested 90 days prior to the event. A full refund will be issued less a cancellation fee. Requests less than 90 days but at least 30 days prior to the event will be refunded 50% of the facility use fee with less than 30 days notice, the customer forfeits 100% of the facility use fee. Cleaning/security deposits will be completely refunded for cancelled events. Agencies using facilities at no charge will be subject to the cancellation fee if the written cancellation is not received at least 24 hours prior to the start of the reservation. Refunds will be issued by check only within 2 -3 weeks from cancelation date.

Insurance

1. As required by Sun Valley GID.
2. Insurance certificates must be received and accepted by Sun Valley GID no later than fourteen (14) days prior to the event.
3. For reservations made less than fourteen (14) prior to the event, insurance certificates must be received and accepted by the Sun Valley GID office within 48 hours of the time the reservation was made and prior to the start time of the event.

Damages

1. In the event that damages to a facility are in excess of the cleaning/security deposit, the Permittee will be billed or pay the excess in addition to forfeiting the deposit.
2. If the bill is not paid in a reasonable amount of time, collection proceedings will commence and future reservations will be denied.

Cancellation/Termination of Event

1. A Permittee may cancel a reservation in writing according to the Deposit/Refunds section of the Fees and Charges Policy.
2. Reservations may be cancelled by Sun Valley GID before the event for failure to meet conditions and terms of the permit.
3. Cancellations will be accepted Monday through Friday between 8 a.m. and 5 p.m.
4. A reservation may be cancelled before, or terminated during the event for any of the following reasons:
 - a. Information provided on the Facility Group Use Permit differs greatly from the actual event.
 - b. Member of the group is in violation of local, state, or federal laws or ordinances.
 - c. Sun Valley GID Policy is violated.
 - d. Imminent danger to staff and/or guests.
 - e. Authorities order an evacuation of the facility.
 - f. Hazardous weather conditions.

Staff Responsibilities

1. Department staff will:
 - a. Receive calls and fill out appropriate paperwork.
 - b. Check reservations and contact customers as needed.
 - c. Collect fees and deposits,
 - d. Verify that insurance, when required, is in place. Process certificates of insurance.
 - e. Refund all applicable deposits, where applicable.
 - f. Contact facility staff if there are any questions or if the group has requested special allowances.
 - g. Begin collection proceedings, where necessary to do so.
 - h. Ensure the facility is clean and ready for the reservation.
 - i. Schedule cleaning services as necessary and appropriate.
 - j. Determine if the group is following guidelines set forth in the reservation permit.
 - k. Monitor the group during the event and notify the person in charge of the group as listed on the Application if there are any concerns. Assess the condition of the facility after the event and notify Sun Valley GID staff if any or all of the deposit is to be retained within seven (7) days of the event.

- I. Determine the amount of the deposit to be retained, where applicable. Additional staff time, additional cleaning, damages to facility, and other factors will be taken into consideration to determine an amount.

III. TERMS

Picnic/Party Pavilions

1. Picnic areas are available for reserved purposes between 9 am until dusk. Exceptions must be approved by Sun Valley GID prior to the event.
2. Tables located in the picnic shelters may not be removed from the shelters.

Buildings

1. Building may be reserved between 9 am and 10 pm.
2. The minimum duration for building reservations is two (2) hours.
3. Security Services will be required for all reservations that will go past 6:00 p.m. or exceed over 75 attendees. Security services must be provided through a licensed security service. The reserving party will be responsible for making arrangements, costs and providing proof of security services no later than fourteen (14) days prior to the event. Failure to provide services will result in termination of the reservation.
4. Hours of the reservation will not be extended on the day of the event. Groups will not be granted access to the building before their time begins, nor allowed to stay past their scheduled departure time. If any reservation goes past the approved reserved time, the security/cleaning deposit is forfeited.
5. One (1) facility reservation may be scheduled in an individual building per day. Requests for additional facility reservations on the same day may be approved by Sun Valley GID based on available resources.
6. Events for minors (events for someone under 18) must end by 10:00 p.m.
7. Alcohol is not permitted at events for persons under the age of 21.