

## **City of Pikeville**

### **Facility Use Agreement & Operating and Rental Policies**

Updated: 04/12/2021

The City of Pikeville maintains 4 facilities and 4 shelters for rent by the public. These facilities are:

- Garfield House Community Center – 178 College Street;
- Bob Amos Park Community Center – 500 Bob Amos Drive;
- Pikeville Fire Department Training Center - 122 Chloe Road;
- Pikeville Pavilion (Farmer’s Market) – 130 Adams Lane;
- Shelter 1 – Pikeville City Park;
- Shelter 2 – Bob Amos Park near the Community Center;
- Shelter 3 – Bob Amos Park Overlook; and
- Shelter 4 – Bob Amos Park Overlook.

#### **Reservations**

Aside from the Pikeville Fire Department Training Center, these facilities must be reserved online at [www.pikevilleky.gov](http://www.pikevilleky.gov) with a credit card. The renter must agree to the terms of this Use Agreement & Operating and Rental Policies document in order to reserve the facility.

Reservations at the Pikeville Fire Department Training Center must be made by contacting the Fire Department at 606-437-5125.

When making a reservation, sufficient time for event set-up and clean-up must be included due to other potential events before or after your event.

The reservation includes the use of the facility, utilities, and tables/chairs in the facility.

Cancellations must be made fourteen (14) days prior to the reservation date in order to be eligible for a full refund of fees. If cancellation is made without proper notice, the individual or business reserving the facility will forfeit any refund of rental fees.

The facility will be available on the dates and times depicted on the online reservation calendar. Exceptions can be approved by the City Manager.

## Facility Access

The individual or business reserving the community centers at the Garfield House or Bob Amos Park will receive an entry code for the facility 24 hours prior to the scheduled event. The individual or business reserving the facility will be responsible for securing the facility when vacating it.

If an entry code is not received 24 hours prior to the scheduled event, contact City Hall at (606) 437-5100. Failure to do so could result in the facility being unavailable due to City of Pikeville personnel being off duty.

Individuals or businesses reserving the Fire Training Center will receive access by Pikeville Fire Department personnel upon arrival and notification of Station 1 personnel. It is the responsibility of the individual or business reserving the facility to secure it when vacating.

## Rental Fees

The fees associated with rental are based on the reservation times. The individual or business reserving the facility may not access it before or after the event. It is expected that all users will vacate the facility at the time of their reservation ending. The fees are as follows:

Facility	Duration of Event	Fee
Shelters	Any	\$2
Community Centers	6 hours or less	\$62
	More than 6 hours	\$211*
Fire Training Center	6 hours or less	\$55
	More than 6 hours	\$100
Pikeville Pavilion (Farmers Market)	Weekday – 6 hours or less	\$165
	Weekday – 6 hours or more	\$271

\*Fee includes costs for a professional cleaning of the facility.

## General Rules

No partisan or religious functions are permitted with the following exceptions – use as a voting precinct, precinct organizational meetings, “Meet the Candidates” forums, or social events by religious groups.

Individuals making reservations must be 21 years of age or older. If the facility will be used by individuals with guests less than 18 years old, there must be an adult chaperone (older than 21 years) ratio of 1 adult to every 15 children.

Any event that charges for admission, sell tickets, or sells or offers merchandise for sale may require additional approvals from the City of Pikeville. Please contact the Tax Administrator at 606-437-5102 to ensure all required permits, licenses, or other approvals are in place.

The City of Pikeville reserves the right to interrupt, terminate, or cancel any event upon a determination by the City Manager or Commissioner of Public Safety that said termination or cancellation is in the interest of public safety or the user of the facility is in violation of any of the policies outlined in this document. Should an event be interrupted, terminated, or canceled under this condition, the individual or business reserving the facility will forfeit its deposit and waive any claims for damages.

Unless express written permission is received from the City of Pikeville, all advertisements, promotional materials, press releases, etc. must clearly indicate that the event is not sponsored by the City of Pikeville. The failure to comply with this rule may lead to cancelation of the event, forfeiture of the deposit, and the inability to reserve facilities in the future.

Rental of the Community Centers will include use of the kitchen. The kitchens, however, are not equipped for large-scale food preparation or catering. The individual or business reserving the facility is responsible for all catering arrangements and providing utensils, plates, and any other supplies.

All decorations, signs, etc. shall be placed or erected without defacing or damaging the facility. All materials are to be removed from the facility prior to expiration of the reservation. No materials may be affixed to walls, doors, flooring, furniture, etc. that may leave a stain, scratch, residue or otherwise damage the material.

Thumbtacks, staples, and nails are not to be used on any surface within the rental facility.

Smoking, use of candles, open flames, decorations which could be flammable or combustible, and smoke or fog generating equipment are prohibited.

No items may be stored within the facility.

No alcoholic beverages may be used at any rental facility.

The City of Pikeville reserves the right to control and operate the facility, including heating and air conditioning and common areas, in a manner deemed most appropriate for the City.

City equipment shall not be removed from any rental facility.

The reservation cannot be assigned to another individual or business.

Concealed weapons and explosives are not permitted in any rental facility.

The facility will be under video surveillance and may be observed by City of Pikeville personnel during the scheduled event.

Posted room capacities are to be observed.

No confetti, glitter, uncooked rice, or birdseed is permitted within any rental facility. Birdseed, however, may be used outside of the facility.

All music or musical performances must end before 10 p.m. All ordinances associated with curfews and noise must be observed.

All facilities must be returned to their original condition following use, and all decorations, supplies, trash, and other materials are to be removed and discarded. Any violation of this condition could result in a charge being posted to the credit card on file equal to the cost of materials and labor to repair the damaged facility. Additionally, the individual or business reserving the facility will be responsible for any violation of this policy by a guest or participant in the scheduled event.

The individual or business reserving the facility will be responsible for all claims, damages, and accidents involving the facility or any guest or participant during the time of its reservation.

Shelters not reserved in accordance with this policy are available to the public on a first come, first served basis. However, those using the shelters on an unreserved basis must vacate the shelter if a reserved party arrives for their appointed time.

**Under no circumstances can Inflatables be used on City property.**

### **Deadly Weapons Policy**

This facility is located in a School Zone as defined by the Gun Free School Zone Act of 1990 as contained in 18 U.S.C. adopted November 29, 1990 (the Act) and this facility is also regularly used by the Board of Education for school activities. All persons are prohibited from possessing firearms and other deadly weapons within a School Zone or other property (School Property) used or operated by any Board of Education or School unless such possession is authorized by exceptions in the Act. (K.R.S. 527.070). Violation of either federal law or state law prohibiting deadly weapons in a School Zone or School Property may subject to an individual to criminal sanctions.

Police Officers are obligated to enforce State and Federal laws and the City of Pikeville is encouraged by federal law to post warnings of the prohibition of the possession of firearms and other deadly weapons in a School Zones. The Board of Education has requested that the City of Pikeville post its properties subject to the schools use of the prohibitions of deadly weapons on the premises.

For the reasons cited above, firearms and other deadly or dangerous weapons are strictly prohibited on this premise.