

## Clark-Pioneer Recreation Project Facility Use Policy

The Board of Directors encourages the use of the Clark-Pioneer Recreation Center and surrounding facilities by all members of the community. Our purpose is to provide a community center and host recreational alternatives for the residents and property owners living in and around Clark and Pioneer, Wyoming, which legally correspond to the area within the Clark Fire District. The following Policy is established in order to provide clarity for all users and to comply with our legal obligations.

**Membership of the Clark Pioneer Recreation Project is limited to all residents and property owners living in the Clark and Pioneer communities and who have a Membership Form on file. (Membership Forms can be completed and submitted with the Rental Agreement at the time of scheduling.) Non-members who wish to reserve the facilities must have a Project member sign the rental agreement and accept responsibility for said use. Requests by non-members without a sponsoring Project member must be approved by the Board.**

1. Any member that wishes to rent/use the Clark Recreation Center and/or associated facilities will fill out and sign a Rental Agreement. Fees will be calculated by the Program Coordinator and paid by the member at the time the Agreement is submitted.
2. All uses must be logged on the Activity Sign-In sheet provided in the foyer by the sponsoring member.
3. Rental charges for use of the facilities will be determined by the type of event held.

### **a. Group 1: Non-Rental-Fee Community Events**

- Activities, open recreation and events that are open to the general public, free of charge, and not as described in Group 2 below
- Other civic/educational events (i.e. 4-H events and activities, American Legion meetings/events, etc.) **(Cleaning deposit may be required at the Coordinator's discretion.)**
- Educational or recreational activities, sponsored by members, in which the participants pay a fee to cover expenses for supplies and/or an instructor. *These activities will require a fee of \$1.00 per student in lieu of a rental fee to be paid to the CPRP.*
- Funeral activities for Project members and their families will take priority over existing scheduled activities. **A cleaning deposit will be required.**
- Benefit dinners for the financial assistance of Clark-Pioneer Recreation Project members who have experienced recent catastrophic losses. **A cleaning deposit will be required.**

### **b. Group 2: Rental-Fee-Based Private/Other Events**

- Private activities or events sponsored by private individuals that involve any **one or more** of the following:
  - The solicitation or collection of profits, contributions or gifts
  - Admission is charged
  - Activity is not open to the general public
- Organized for-profit use of the arena and structures
- Fees may be waived or amended at Board discretion on a case by case basis.

4. For inside events, children younger than 18 years of age must have direct adult supervision at all times. The sponsoring member will be held responsible for damages and/or custodial services.
5. In order to provide a clean and welcoming environment for everyone using the facilities, **the facilities must be cleaned by the user following every use.**
  - a. Those cleaning the facility themselves will be provided a cleaning **checklist** that must be filled out with a signature acknowledging that all tasks were completed and **returned to the Coordinator before the deposit will be refunded.**
  - b. Cleaning fees for those who do not wish to, or are unable to, clean the facility themselves will be deducted from the Refundable Cleaning/Kitchen Deposit at a rate of \$25.00/hr.
  - c. **If additional cleaning or repair is required,** fees will be assessed for the actual cost of repairs, janitorial and/or other contractor services beyond the Refundable Cleaning/Kitchen Deposit already paid. **Failure to pay for cleaning and/or damages will result in future denial of rental applications.**
6. Chairs, tables, and other Clark-Pioneer Recreation Center property may not be rented or removed from the property without the permission of the Board.
7. The arena and/or corrals may not be used to pen livestock overnight without the permission of the Board of Directors. In emergency situations, these facilities may be used upon permission of one board member. Other board members will be notified.
8. The Clark-Pioneer Recreation Center is a designated emergency center in case of widespread state of emergency/disaster. In this instance, emergency use supersedes any planned events, and rental fees will be returned.
9. Use of facility must coincide with the Clark-Pioneer Recreation Project's Federal 501 (c) 3 designation and the Wyoming Non-profit Corporation Act.
10. The use of alcoholic beverages on the CPRP premises will require a special permit from the Board, and the Renter must fill out the "Special Event Liability" form showing insurance coverage for the event. The sale of alcoholic beverages is not permitted on the CPRP premises.
11. Smoking is not allowed in the Rec Center.
12. Absolutely no staples or nails on the walls. Painter's tape may be used but must be removed and thrown away after the event. Painter's tape may be used on the floor.
13. Check outside of the building and/or arena for trash from the event and discard it.
14. Keys must be returned to the coordinator before deposits will be refunded.