



## Rules and Regulations

1. If a key is required, lessee may obtain it at City Hall no earlier than the afternoon prior to the rental.
2. Keys must be returned to City Hall as soon as practicable after the rental. Office hours are Monday through Friday 8:30 a.m. to 4:30 p.m.
3. Entry cards may be required for city gym rentals and can be obtained at the Youth Activities Office in the gym.
4. City gym entry cards will be deactivated following the event and must be returned as soon as practicable to the Youth Activities Office or City Hall. Renters will incur a replacement fee of \$10.00 for any lost, damaged, or unreturned cards.
5. Kitchen and restroom areas must be cleaned after their use.
6. All garbage and refuse shall be removed from the area.
7. Lessee shall comply with all reasonable requests of the City regarding maintenance, rentals, and compliance with City Ordinances. Failure to comply with any reasonable requests of the City shall be cause for cancellation of the lease and lessee shall forfeit any payment made to the City as well as make restitution for damages incurred.
8. Permission for the consumption of alcohol shall be granted only to persons who are 21 years of age or older who agree to execute a lease for the City building or shelter and further agree to be responsible for the activities at the building or shelter and to hold the City of Valentine harmless for any liability arising out of the consumption of alcohol.
9. The consumption of alcohol shall be confined to the immediate vicinity of the building or shelter that is leased.
10. The consumption of alcohol shall be restricted to a specific period of time.
11. No fee may be charged by the permittee for the provision of alcohol;
12. Permittee may be required to:
  - a) place signs identifying the activity as a "private party", and the same shall not be open to the general public;
  - b) place fences or other structures around the perimeter of the area to identify the boundaries of the permitted area;
  - c) provide security for the event or activity, but in any case, members of any law enforcement agency may enter upon the premises at any time to determine whether any requirement imposed upon the permittee is being violated. Such law enforcement officer may, if any violation is noted, revoke the permit and request the persons present to cease and desist from the possession or consumption of alcohol, in addition to making any arrests or issuing any citations for violations of the law observed by such officer.

Key # \_\_\_\_\_

Office Use Only

Refund:  Yes  No