

**PELLA COMMUNITY SERVICES DEPARTMENT
FACILITY RENTAL POLICIES AND PROCEDURES**

CLASS A:

Private interest groups who are residents of the City of Pella and do not charge admissions and dues for their own purposes, businesses conducting in-house training for their own employees, meetings, and private parties. (i.e. graduation receptions, family reunions, business meetings or birthday parties) Fundraising efforts for non-for-profit organizations are also allowed under this class. (i.e. USA Swim Team Splash Bash, 501(c)3 fundraiser)

CLASS B:

Businesses or individuals conducting activities in which a fee or admission is charged or items are sold for income or profit. Meetings are commercial in nature including soliciting, transacting financial business, enlisting potential customers for later sales contact, etc. Non-residents of the City of Pella also fall within this category.

Rental Options	Class A (Price Per Hour Booked)	Class B (Price Per Hour Booked)
Parks – Fee is due at time of booking.		
Park Shelters (10am-3pm or 4-9pm)	\$25.00 (5 hrs)	\$30.00 (5 hrs)
<u>GAMES:</u> The following games/items are available to rent for \$5 each per day or \$10 each for the weekend:		
BEAN BAG TOSS <input type="checkbox"/>	BOCEE <input type="checkbox"/>	
BROOMBALL <input type="checkbox"/>	DODGE BALLS (kids 11 balls) <input type="checkbox"/>	
FISHING POLES (10) <input type="checkbox"/>	FOOTBALL BELTS (10) <input type="checkbox"/>	
GAGA BALLS (2) <input type="checkbox"/>	GIANT DICE <input type="checkbox"/>	
GUNNY SACKS (5) <input type="checkbox"/>	ICE SKATES <input type="checkbox"/>	
JENGE STACKER <input type="checkbox"/>	LADDER GOLF <input type="checkbox"/>	
PICKLEBALL (4 paddles/3 balls) <input type="checkbox"/>	SCOOP BALL (6 players) <input type="checkbox"/>	
SOUND SYSTEM PORTABLE <input type="checkbox"/>	TENNIS EQUIPMENT <input type="checkbox"/>	
The following items have a different fee:		
PICKETBALL NET (1 DAY) <input type="checkbox"/>	\$10	
SNOW CONE MACHINE (3 DAY) <input type="checkbox"/>	\$35	
SNOW CONE MACHINE (1DAY) <input type="checkbox"/>	\$15	
A \$30 deposit is required on all rentals. Deposit will be returned if games/items are returned on time and in good condition with all parts.		

- To rent a Park Shelter or to rent games or equipment as listed, call the Pella Community Services Department at 641-628-4571 or stop by the office located at Community Center, 712 Union St. Ste. 104. City programming retains priority over private rentals.
- All scheduling will be done on a first come/first serve, and one day less than a calendar year basis.
- The Community Services Department reserves the right to decline a reservation to any organization or individual for any reason. Rental will only be made to an adult 18 years of age or older.
- User fee must be paid at time of booking.
- In the event the user needs to cancel the reservation, a minimum 3 business day notice is required. **No refunds are given for the cancellation of a Park Shelter rental; however, the rental may be transferred to another date if 3 days advance notice is given.**
- In general, park shelters may be reserved anytime during the year, but restroom facilities may be closed from October through April. All restrooms remain open to the public. Rental times are 10:00am-3:00pm or 4:00- 9:00pm. Reservation must be made and paid 3 business days prior to the rental date. The following shelters are available for rental:

Shelter House/Park	Capacity*	Grill	Electricity	Restroom
Big Rock Park	24	Yes	No	No
Brook Circle Park	16	No	No	No
Caldwell Park	328	Yes	Yes	Yes
Fountain Hills	16	Yes	Yes	Yes
Kiwanis Park	40	Yes	Yes	Yes
Lions Park	16	Yes	Yes	No
Rotary Park	40	Yes	Yes	Yes
South Park West	40	Yes	Yes	No
West Market North	56	Yes	Yes	At West Market South Shelter
West Market East	40	Yes	Yes	At West Market South Shelter
West Market South	112	Yes	Yes	Yes

**Approximate based on the number of picnic tables located at the shelter*

7. The renter is responsible for cleaning the shelter house and any other areas of the park used by their event. Renters will be notified if the facility was left in unsatisfactory condition or if there was damage to the space.

ALCOHOLIC BEVERAGES: No beer or other alcoholic beverages are allowed in any facilities available for rent, on the surrounding property or in the parking lots.

SMOKING: There will be no smoking or nicotine use on City property including in shelter houses, green space or parking lots/areas.

BEFORE LEAVING THE SHELTER HOUSE

1. Collect all trash generated by your event and place in trash cans. Check the shelter and surrounding area. If trash does not fit in trash cans it must be bagged and placed next to the trash can.
2. Remove any decorations.
3. Please put all picnic tables back in their original locations.
4. Check restrooms; turn off all water faucets and lights in restrooms.
5. If games were rented, please return them to the Community Center Office on the next business day.

City of Pella - Community Services Department

Park Rules and Regulations

The City of Pella reserves the right to amend or add any rules as necessary to provide all users with safe and high quality facilities.

- Please place all refuse in the proper receptacles before leaving the park. Please check all areas used including shelters, playgrounds, parking areas and greenspaces for trash. Please leave the facility in the condition it was found or better. Thank you!
- Shelter houses may be rented. Please contact the Community Center Office at 641-628-4571 for more information.
- Alcoholic beverages are prohibited on City property this includes in shelter houses, parking areas and greenspaces, athletic fields or courts.
- No glass bottles or containers are allowed in shelter houses, parking areas, greenspaces, or on athletic fields/courts.
- Pella Parks and Recreational facilities are all No Smoking, No Tobacco and No Nicotine. Tobacco and nicotine use, including but not limited to cigarettes, cigars, chewing tobacco, snuff, pipes, snus, Electronic Smoking Devices (ESD) and nicotine products that are not Food and Drug Administration (FDA) approved for tobacco cessation, is prohibited at all times on park grounds, community center building and grounds, athletic facilities and aquatic center.
- No weapons of any kind are allowed on City property.
- No skateboards, bicycles, rollerblades or other similar devices are allowed in the shelter houses or on the Tulip Toren or on any athletic fields or courts.
- Picnic tables that are removed from shelters are to be returned before you leave the area. Tables are to be used as tables only and should not be climbed or played on.
- Fires are permitted only on grills in city parks.
- All vehicles must park in designated marked spaces. Vehicles will be ticketed and/or towed if parked in non-designated parking areas including but not limited to drop off areas, grassy areas, entrances, service roads or trails. Vehicles of any kind are not permitted on sidewalks, fields or grass.
- Any actions that endanger or that have the potential to endanger the safety of patrons or cause damage to a facility are not permitted and may result in immediate removal from the facility. Digging or disturbing turf in public parks is not allowed.
- In public parks where allowed, pets must be leashed. Please clean up after your pet. Pets are not allowed on any athletic fields or courts.
- Individuals shall not use any violent, obscene or profane language while on park grounds nor shall anyone conduct him or herself in a disorderly manner or commit any nuisance that interrupts the normal operations.
- The City of Pella is not responsible for lost, stolen or damaged property.
- Please follow all other posted rules.