



Indoor Facility Rental Policy and Procedures

I. GENERAL PROCEDURES

- a. APRD Staff determine times, locations, and availability of reservations.
- b. Reservations can be made, by email, phone, or in person.
- c. Staff will review the request to ensure the location is suitable and available and to determine what requirements are needed for the final permit.

II. FACILITY USE GUIDELINES

1. Facilities can only be used during the rental times listed on the approved permit. Rental time must include set up and clean up time.
 - a. **For Community Center and Pioneer Hall:** A **two-hour** minimum applies to all weekday rentals (Monday–Friday until noon). A **four-hour** minimum applies to all weekend or holiday rentals (Friday 12:00 PM through Sunday 9:00 PM and any holidays).
2. Building access is provided via a code or key box, as designated for each facility. Access details are provided upon issuing of the final permit.
3. Tables and chairs are available within each facility for use as part of the rental. The number and sizes available will vary based on the location. If extra tables and chairs are needed for an event that is the responsibility of the renter.
4. **For the Ashland Senior Center:** Use of the kitchen area is not permitted as part of the rental.
5. Any amplification including PA system or live band must meet AMC 9.08.170 restrictions.
6. Please be aware of any parking restrictions. Blocking or reserving parking for your event is prohibited.

7. Renters must leave the building as good or better than they found it following the cleaning checklist provided in your permit and posted inside the building.
8. Turn off all lights, lock doors before exiting the building.
9. Buildings must be closed and secured by 9 p.m., unless prior approval is granted in writing as part of the rental agreement or special use permit.
10. Zero Waste Events are encouraged. Consider recycling as much as possible and use programs like Lend-Me-A-Plate through www.somra.org
11. Trash must be removed from the building prior to departure and must be properly secured within the designated, enclosed receptacle located outside of the building. **[All trash that does not fit into the receptable is the responsibility of the renter to dispose of offsite.]** Recycling (boxes, cans, glass) must be taken with you.
12. All food and beverages must be removed from the building at the end of the event to ensure a clean facility.

III. Fees, Cancellations & Refunds

- a. Full payment of all applicable fees is required at the time of reservation.
- b. Fees are refundable with notice of five (5) business days in advance of scheduled reservation.
- c. City of Ashland Adopted Fees will determine reservation fees.

I. POLICY

- a. The mission of APRD is to provide recreational opportunities and preserve public lands. To achieve this, APRD provides spaces for various public and private gatherings that align with its mission. The following auxiliary uses are permitted:
 - i. Birthday parties
 - ii. Baby showers
 - iii. Weddings and receptions
 - iv. Family reunions
 - v. Recreational and educational workshops and classes

- vi. Local club and organization meetings
- vii. Non-commercial uses

II. GENERAL CONDITIONS OF USE

- a. **Insurance:** Renters must obtain and provide proof of liability insurance based on the requirements set by the City of Ashland's Risk Management department. Renters agree to indemnify and hold the City of Ashland harmless, as they are responsible for their rental. APRD reserves the right to cancel any event that has not provided evidence of this coverage. Evidence of coverage must be provided at least 10 days prior to the first date of the reservation.
- b. **City Precedence:** APRD and City activities have precedence over all other uses. In the event a reserved activity must be rescheduled, the Parks Director (or their designee) will work with the displaced party to attempt to find suitable alternative locations and times. The City may also cancel a reservation with reasonable notice for program needs or under emergency conditions.
- c. **Compliance with Applicable Laws:** Anyone who uses an APRD facility is responsible for complying with all applicable laws and regulations including all APRD policies and Ashland Municipal Codes such as restrictions around temporary signage, smoking cigarettes or marijuana, and any illegal drugs.

III. RENTAL GUIDELINES

- a. Standard rental requests must be submitted at least 10 business days in advance. Submitting requests as early as possible is highly recommended.
- b. General rental hours are from 8 a.m. to 9 p.m. daily. Please note that rental hours may vary by location.
- c. City of Ashland adopted fees determine reservation rates.
- d. All renters must have been issued an official document authorizing the use of a facility for a specific time and purpose.
- e. Fees are only refundable with written notice of at least five business days.
- f. The facility and any equipment used must be returned to their original condition and state. Failure to do so may result in the revocation of future rental opportunities.

g. Prohibited Items: The following items, and items similar in nature, are prohibited:

- i. Staking
- ii. Nails and tacks
- iii. Spray chalk
- iv. Confetti
- v. Glitter
- vi. Bird seed
- vii. Silly string
- viii. Piñatas
- ix. Candles or open flames

h. Only trained service animals, as defined by the Americans with Disabilities Act (ADA), are permitted. Emotional support animals, therapy animals, and pets are not considered service animals under ADA rules and are not permitted in the facilities.

i. Loitering is not permitted in or around facilities.

j. Alcoholic beverages are not permitted unless a permit to supply them has been applied for and received.

k. Overnight use is not permitted.

l. Obey, monitor, and enforce the occupancy limits that are set by the City of Ashland Fire Marshal. This limit is set to ensure the safety of all occupants and compliance with fire codes.

m. The number of chairs and tables will vary within each facility and is unrelated to occupancy limits.

n. A signed waiver of responsibility is required before a rental permit can be finalized by staff.

IV. Conditions for Denial

a. Violation of this policy, any applicable law, or any section of the Ashland Municipal Code not otherwise mentioned may result in the immediate closure of an event and could lead to future rental denials.

b. If an activity or event causes or imminently threatens to cause damage or destruction to property, the renter is responsible for all damage and may be prohibited from future use of APRD facilities.