
GENERAL FACILITY RENTAL GUIDELINES

The City's mission in providing facilities for rental is to offer affordable, welcoming and well-maintained facilities in which events may be offered that promote social harmony, further community involvement and increase the quality of life for community members.

Reservation Policy

Reservations for all City of Blue Lake facilities will be penciled in upon request. Reservations will not be confirmed until rental fee, deposit and Certificate of Insurance (where applicable) are received in our office. Rental fees and deposits should be paid at least 30 days in advance of the reserve date. If the rental fee is not paid within 30 days of the reserve date, that date will be declared open and offered to parties on the waiting list. Please make checks payable to the City of Blue Lake and send payments to the above address.

Insurance Requirement

Liability insurance coverage is mandatory for all rentals with the *exception of Private Skate rentals* which require signed liability waivers for each participant. Renters must, in advance, provide the City of Blue Lake with a **Certificate of Insurance** for **one million dollars** including an **endorsement** naming the City of Blue Lake as additional insured. The Certificate must specify the date, time and location of the facility rental. Special event insurance can be purchased through the City of Blue Lake. Call City Hall for more information 668-5655.

Cancellation Policy

If fees are paid on time and a cancellation is necessary, the fee will be returned in full if the City of Blue Lake is notified of the cancellation date (by phone and then followed in writing) **at least two weeks prior** to the reserve date. If cancellation is made within two weeks of the reserve date, the renter will receive a 50% refund. There will be no refunds given if the City of Blue Lake is not notified of a cancellation.

Rain Outs

If an event is cancelled due to rain, a full refund will be issued.

Hours of Operation

City of Blue Lake facilities are located in residential areas. As such, all rentals may begin set up no earlier than 8:00 a.m. and must be completely cleaned up by 10:00 p.m. There is no overnight camping on City of Blue Lake property.

Clean Up Policy

Facilities shall be cleaned following usage. Carefully follow the clean up instructions posted in the Perigot Park serving booth or supplied by City of Blue Lake Staff.

- Following the rental all garbage must be placed in the Chartin Rd. and/or So. Railroad Ave. dumpsters.
- All equipment and supplies must be returned to their proper location.
- All tables and counters must be wiped down and cleaned.
- Ball field clean up includes trash pick-up in dugouts and under spectator benches.

Clean Up and Damage Deposit

All facility rentals require a clean up and damage deposit. A deposit is required for each facility rented. The deposit must be written as a separate check. Upon verification that the facility was left clean and undamaged the deposit will be returned within two weeks to the person named on the application as the responsible party.