



Washoe County

COMMUNITY SERVICES DEPARTMENT

Terms and Conditions Applicable to All Reservable Facilities

- All reservations are on a first-come-first-served basis.
- Reservations are accepted a maximum of 12 months in advance. We recommend you reserve your preferred date and facility as early as possible. We will make every effort to accommodate your needs (particularly memorial services); however, reservations requested less than 30 days (buildings) and 2 weeks (pavilions) prior to your event will require prior approval by our Operations staff.
- All fees are due at the time of reservation. No dates will be held. Only a paid reservation will reserve your date and facility.
- When payment is made to reserve a facility, the reserving party agrees to all terms and conditions of the reservation, including, but not limited to the Cancellation Policy.
- Payments are accepted by cash, check, and money order, debit or credit card.
- Reservations and changes to existing reservations are accepted by email or in person (only cancellations can be managed by email).
- All cancellations must be received in writing. See Cancellation Policy below.
- Use permits are sent to you by email.
- No person under 18 years of age may enter into a reservation for any Washoe County Regional Park facility.
- Alcohol is not permitted at any reservable facility unless allowed through a permit.
- Hours of the reservation will not be extended on the day of the event. Groups will not be granted access to the facility before their scheduled check-in time, nor allowed to stay past their scheduled check-out time.
- All fees that are based on an hourly charge beginning when the first individual from the reserving group enters the facility being reserved. This includes any type of event setup by any individuals associated with the reserving group. The rental period concludes when the last individual leaves after group use and/or cleanup.
- Reservation times include setup, take down and cleanup.
- Fees for facilities will be listed in the Fee Schedule approved by the Washoe County Board of County Commissioners (BCC) and are subject to change as the BCC approves new fee schedules.

Cancellation Policy

- All reservations must be cancelled in writing, which can be submitted in-person or by email.
- Reservations may be cancelled by the Department before the event for failure to meet conditions and terms of the use permit.
- A reservation may be cancelled before, or terminated during the event for any of the following reasons:
 - Information provided for the permit differs greatly from the actual event.
 - Member of the group is in violation of local, state, or federal laws or ordinances.
 - Department or Washoe County Policy is violated.
 - Imminent danger to staff and/or guests.
 - Authorities order an evacuation of the facility.
 - Hazardous weather conditions.
- If a written cancellation request is received 90 calendar days or more in advance, the rental fee and if applicable cleaning/security deposit, less a \$35.00 cancellation fee, will be refunded.
- If a written cancellation request is received 30-89 calendar days prior to the scheduled event, 50% of the rental fee



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or a \$35.00 cancellation fee, whichever is greater, will be retained and the balance of the rental fee plus any cleaning/security deposit will be refunded.

- If a written cancellation request is received less than 30 calendar days prior to the scheduled event, 100% of the rental fee will be retained and any cleaning/security deposit will be refunded.

Insurance Requirements

Most events and reservable facilities will require liability insurance ranging from \$300,000 to \$1,000,000, depending on the type, hours, location and function of your event. You will be advised by our customer service representative at the time you make your reservation of the amount required.

If your event requires insurance, you will need to provide a Certificate of Insurance naming Washoe County as Additional Insured no later than 30 days prior to the event. For reservations made less than 14 days prior to the event, insurance certificates must be received and accepted by the reservation office within 48 hours of the time the reservation was made and prior to the start time of the event. You are responsible for making sure your insurance certificate is received by the deadline. The certificate can be obtained through a home owner's policy for private events or for company events through the company's insurance carrier. Contact the Parks Administration office for details on purchasing the certificate through Washoe County.

The insurance is important, failure to provide insurance by the deadline will result in the cancellation of your reservation.

After Hours Facility Use - Building Reservations

If you have reserved a building and your event goes past 5:00 p.m., 4:00pm for Wilbur D May Museum, an additional hourly fee will be added to the per hour rental fee.

Please note, use of the Robert Z. Hawkins Amphitheater requires a minimum of two (2) security guards. Washoe County Parks will determine the required number based on your event.

Cleaning/Security Deposit

Reservable facilities, except individual campsites and shooting ranges, require a refundable cleaning/security deposit. Deposits range from \$150 to \$500 for most facilities. Special events and larger facilities require a larger deposit. All cleaning/security deposits are due at the time the reservation is made.

Refunding your deposit: If the facility has been left in satisfactory condition, your cleaning/security deposit refund will be issued within 3 weeks after the date of the event. The deposit will be paid to the individual who paid the deposit in the form it was paid. If your deposit was paid by credit card your refund will be made to the same credit card account. Closing that account may jeopardize your ability to receive your refund. Deposits or portions thereof may be retained to cover any additional expenses incurred by Washoe County associated with the reservation. If you, your entity, group or organization and your invitees or guests access the facility before the scheduled check-in specified or do not vacate the premises at the time specified on your use permit, the entire cleaning/security deposit will be forfeited. In the event that damages to the facility are in excess of the cleaning/security deposit, the user will be billed in addition to forfeiting the deposit.

Hold Harmless Waiver

A Hold Harmless waiver will be a part of your use permit:



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The provisions of this agreement apply to myself, my entity, group or organization and our invitees or guests. I agree to abide by all applicable rules and regulations relating to the property. Failure to do so may result in revocation of permission to use the facilities and an order to vacate the premises. I agree to reimburse Washoe County for any damage done to its property by myself or any other person associated with myself or my group. I also agree to save and hold Washoe County and its officers, agents, servants and employees harmless from any claim by any person resulting from my use of the facilities including, without limitation, any claims for damages resulting from death or injury to any person or damage to any property arising out of my activities at the facilities except those directly and proximately resulting from the intentional or negligent acts of County employees acting within the scope of their official duties. I agree to give Washoe County prompt and timely notice of any claims made or suit instituted which may directly or indirectly affect Washoe County or its officers, agents, servants and employees. I agree to reimburse Washoe County for any expenses incurred in responding to or defending any claims or suits, including the reasonable value of any services rendered or time spent by County officers or employees in responding to or defending such claims or suits. I also agree to obtain and maintain a policy of General Liability Insurance in the amount of:

(a) \$500,000 if my event has more than 50 people, but less than 100 and/or if my event will have alcohol present;

(b) \$1,000,000 if my event has over 100 people with or without alcohol present;

(c) \$1,000,000 if my event is a Special Event

(d) or as may be required by the County Risk Manager.

Said policy shall be endorsed to include the County as an insured with respect to liability arising out of my activities pursuant to this Agreement. Proof of coverage shall be provided in the form of a Certificate of Insurance and shall provide for thirty (30) days' notice of cancellation to Washoe County. Washoe County's acceptance of such insurance certificate shall not relieve me of liability nor shall the amount of insurance limit my responsibility. If I fail to secure such insurance, Washoe County may, at its option, secure such insurance and I will be responsible to reimburse Washoe County for the expenses incurred.

General Information for All Reservable Facilities

GENERAL INFORMATION FOR ALL FACILITIES

- * Reservation requirements/policies are subject to change. It is the reserving party's responsibility to contact Parks' reservations 30 days prior to the event to ensure all requirements/policies have been met.
- * Reserving party is responsible for ensuring their group is adhering to all Washoe County Parks' rules, regulations and policies. Failure to comply will result in loss of part or entire cleaning/security deposit.
- *ALCOHOL is not permitted at any reservable facility unless allowed through this permit.
- *AMPLIFIED SOUND/MUSIC IN BUILDINGS ONLY Bands and amplified music are only allowed inside the buildings. Should the music be too loud, the Parks staff will regulate the volume to an acceptable level. Outside doors must remain closed.
- *AMPLIFIED SOUND/MUSIC OUTDOOR FACILITIES (PAVILIONS/GARDENS ETC) Amplified sound/music such as radios, iPods, phones, microphones etc. is not allowed.
- *ANIMALS No animals, except service animals, are allowed in any building or outdoor facility. Pets, except service animals, are not allowed at Bowers Mansion Regional Park.
- *BALLOONS must be anchored and removed at the end of the event.
- *BOUNCE HOUSE Only one (1) portable amusement structure such as a bounce house is allowed in reservable picnic pavilions except at Galena Creek and Davis Creek Regional Parks. Portable amusement structures must be secured by sand bags, water barrel or other items - STAKING IS PROHIBITED.
- *CANCELLATION POLICY Cancellations must be made in writing and are accepted Monday through Friday ONLY between 8:00 a.m. and 5:00 p.m. If a written cancellation request is received:
 - 90 calendar days or more in advance, the rental fee and cleaning/security deposit less a \$35.00 cancellation fee will be refunded per facility reserved.
 - If a written cancellation request is received 30-89 calendar days prior to the scheduled event, 50% of the rental fee or a \$35.00 cancellation fee, whichever is greater, per facility reserved will be retained and the balance of the rental fee plus any cleaning/security deposit will be refunded.
 - o If a written cancellation request is received less than 30 calendar days prior to the scheduled event, 100% of the rental fee per facility reserved will be retained and any cleaning/security deposit will be refunded.



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*CLEANING REQUIREMENTS

--BUILDINGS: You are responsible for setting up and taking down all tables and chairs. Tables and chairs and all kitchen counters should be wiped down at the end of your event. Please remove and dispose of any decorations, sweep up any debris, wipe up any spills on the floor and place all trash in the containers provided and leave them in the building. It is necessary that you bring the appropriate cleaning supplies with you. All or part of your cleaning/security deposit will be withheld if the above requirements are not met.

--OUTDOOR FACILITIES ? PICNIC AREAS/TRAILS/GARDENS leave the area as clean as you found them. All trash and litter should be put in the dumpster. If grills need to be emptied of ashes during your event, please contact Parks? staff. Never use trash receptacles/dumpster for this purpose.

*Reserving party is responsible for bringing their own trash bags. Trash is to be taken to the dumpster.

*Grease fryers are prohibited in the picnic pavilions.

*DECORATIONS

--Decorations cannot be tacked, stapled, taped, or tied to any fixture or wall inside or outside the building. Standing or table decorations are recommended.

--Confetti, piñatas, rice birdseed, loose flower petals, or glitter is NOT allowed.

*FEES for facilities will be listed on the Fee Schedule approved by the Washoe County Board of County Commissioners (BCC). Reservation times include setup, take down and cleanup.

*FOOD TRUCKS One (1) food truck is allowed. Food trucks are only permitted to serve/sell to the reserving party's guests only. No public sales permitted.

*GALENA CREEK REGIONAL PARK RESERVATIONS: Marilyn's Pond is a nonreservable area and cannot be used for private events.

CAMP WECHME RESERVATIONS: Occupancy of one person minimum is required through the duration of hourly and overnight reservations. Items cannot be stored unattended overnight inside or outside of the WeChMe lodge.

*GAMES Dunk tanks, slip 'n slides, piñatas, water games are not allowed

*HOURS THE RESERVATION will not be extended on the day of the event. Groups will not be granted access to the facility before their scheduled check-in time, nor allowed to stay past their scheduled check-out time. Additional hours must be requested no less than 30 days prior to the event. Events that go over the scheduled check-out time will forfeit the deposit.

*INSURANCE If your event requires insurance, you will need to provide a Certificate of Insurance naming Washoe County as Additional Insured no later than 30 calendar days prior to the event. For reservations made less than 30 days prior to the event, insurance certificates must be received and accepted by the reservation office within 48 hours of the time the reservation was made and prior to the start time of the event.

--The certificate can be obtained through a home owner's policy for private events or for company events through the company's insurance carrier. A certificate can also be obtained through www.onebeaconentertainment.com. Go to Purchase or Quote and enter Washoe County under Search for your Venue. NOTE: You will need to purchase the Liquor Liability ONLY if you are selling liquor at your event. NOTE: If you reserved for overnight camping at Davis Creek Regional Park, and needing to purchase the insurance policy through Washoe County, you will need to contact Reservation Staff to purchase insurance through a different company.

--You are responsible for making sure your insurance certificate is received by the deadline. Failure to provide insurance by the deadline will result in the cancellation of your reservation.

*OPEN FLAMES of any kind are prohibited in all buildings including, but not limited to candles (including floating candles), tiki torches, or other open flame articles.

*PARKING/VEHICLES

--Vehicles are not allowed on the turf areas.

--Parking is on a first come, first served basis. Rental fees do not guarantee parking spaces.

*REQUIRED PAPERWORK: Proof of insurance and must be submitted no less than 30 days prior to your event.

*FACILITY AFTER HOURS - Events that go past 5:00 p.m. (4:00 p.m. for May Museum reservations) require after hours staffing.

--Robert Z. Hawkins Amphitheater reservations require a minimum of two (2) security guards with a 4-hour minimum. Contact Parks Reservations no less than 30 days prior to your event to schedule security at (775) 823-6501

*SMOKING All Washoe County buildings are non-smoking facilities. Ashtrays are available outside of buildings for your convenience.



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*STAKES into turf or other park surfaces is not permitted. You may use water barrels, sand bags, and other items to secure tents, bounce house or other temporary structures. Water barrels may not be emptied in the parks.

*TURF Please assist us in keeping the parks green by not dumping ice on the grass and in the ponds; by not tossing eggs, or painting markers of any kind on the lawns.

GARDEN RENTALS (additional information/requirements)

--CHAIRS may provide chairs at no charge for the Burke, Plaza and Honeys gardens. There are a maximum of 100 chairs available per garden. You are responsible for chair set up and take down. Rental chairs from an outside source may not be brought in for use.

--DECORATIONS Confetti, glitter, rice, birdseed etc. are not allowed. Rose petals are allowed, if cleaned up after the ceremony.

--FOOD AND BEVERAGE No food and beverages allowed in the gardens.

--ELECTRICAL POWER can be provided upon request in all gardens except Evans Creek Bridge and Columbus Gazebo.

*REGIONAL SHOOTING FACILITY (additional information/requirements)

--HOURS: Summer 8:00 am-4:00 pm. Winter 8:30am-3:30pm

--Groups must check-in with the County's Range Master before proceeding to the reserved range.

--Public Range is not included in reservable ranges. Use of this range must have prior approval from the County's Range Master.

--Steel and reactive targets are only allowed on the IPSC range

--All ranges must be policed (cleaned and rearranged) after use. All trash and brass must be removed by the user and placed in the dumpster.

--Bottles and glass containers are prohibited.

--Leave the facility in as good condition as you found it. Failing to do so could result in being assessed a cleanup fee of \$30.00 per staff hour. If damage occurs, users will be assessed the cost of repair or replacement.

--All individuals are responsible for knowing range rules.

--Hearing protection is required down range.

--All Class III firearms must be checked in with proper paperwork and inspected by the Range Master prior to firing.

--Only load firearms with muzzles pointing down range.

--Do not handle uncased firearms during target breaks.

--Shoot only at designated targets.

--Groups must leave the reserved area in the same condition you found them in and police your brass from shooting area.

--Restrooms must be left in the same condition your group found them in.

--Violation of these and other safety rules may result in loss of range privileges.

--Cancellations by group due to weather must be approved by Washoe County's Range Master to receive credit. Also see Cancellation Policy.

*ROBERT Z HAWKINS AMPHITHEATER (additional information/requirements)

--SECURITY a minimum of (2) guards are required during the entire performance or activity. Washoe County will determine the required number based on your event.

--Ushers and ticket takers must be stationed at all access points of the theater.

--PARKING You must provide 3-4 people to assist with parking on performance day.

--WALK THROUGH You must schedule a walk through with the Theater Manager or District Manager a minimum of 2 weeks prior to your event, to go over details of your event.

--If your event is open to the public, we also ask that you supply copies of any advertising or promotional materials at least two weeks in advance of the event.

--SOUND AND LIGHTING: A sound & lighting technician will be required. Your group may not operate the system. Fees for sound & lighting are in addition to rental fees. The technician will provide an estimate. Star Sound Audio at (775) 331-1010.

--CLEANING REQUIREMENTS: You are responsible for setting up and taking down all equipment, stands, risers, tables and chairs, etc. Please remove and dispose of any decorations, sweep or collect any debris or litter in the stage and seating areas (including lawn seating area), wipe up any spills on the stage floor and place all trash in the containers or bags



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provided and leave them outside the amphitheater. It is necessary that you bring the appropriate cleaning supplies with you. All or part of your cleaning/security deposit will be withheld if the above requirements are not met.

*WATERPARKS/POOLS (additional information/requirements)

- SWIMWEAR ONLY must be worn for all children/adults who play in the water.
- Alcohol and smoking is not permitted in the water parks or pool.
- No glass is permitted in the Water Parks.
- Bounce House is not allowed.