

Application for the Use of the Commons at Pond Park

Any person or organization seeking to use the Commons facility shall file this application with the City of Powell not more than 365 days before the date on which the applicant seeks to use the facility.

- 1) Provide the following info. on the individual/group/organization applying for use of the facility:

(Name) (Phone Number)

(Mailing Address) (City, State – Zip)

- 2) Provide the following information on the individual submitting this application:

(Name) (Phone Number)

(Mailing Address) (City, State – Zip)

- 3) Date of requested use and hours activity will begin and end:

(Date Requested) (Beginning Hour) (Ending Hour)

- 4) Provide the following information on anticipated attendance at the event:

(Maximum number of persons attending event)

- 5) Describe, in detail, the intended use of the facility (i.e. reception, workshop, programs, dances, entertainment, etc.)

- 6) Describe any equipment proposed to be used in/at facility (musical, theatrical, DJ, props, etc.):

- 7) List any special items that your event may need. If items are available at the Commons a request must be made to use them. (i.e. sound system/microphone, etc.)

- 8) Is the organization exempt from taxation under Section 501 of the Internal Revenue Code? ____
If “yes”, proof of tax-exempt status must be provided with this application.

9. Additional comments/stipulations required of applicant: _____

All User Fees shall be forfeited if cancellation of reservations is not made at least two (2) weeks prior to the scheduled event.

The applicant agrees to hold the City of Powell harmless from liability, property damage and/or personal injury caused by the negligent, willful, wanton or unlawful acts of the applicant or those individuals using the Commons facility under the authority or with permission of the applicant. Applicant also agrees to provide, upon request, any additional information, which the City of Powell may deem necessary to make a fair and informed decision on the request for use of this facility. The applicant understands and agrees that the request for use herein may not be approved and the City of Powell may revoke the approval at a later date at any time and without notice due to unavailability of the facility or based on facts brought to their attention which indicates that said use will not be in compliance with any Use Policy in effect. Applicant further states that he/she has carefully read the foregoing paragraph and any User Policy in effect and knows the contents thereof and agrees to abide by all terms of the foregoing application and User Policy and signs this application as his/her free act. The City of Powell is not responsible for lost or stolen personal items from the Commons facility.

(Signature of Applicant) (Date)

THE COMMONS AT POND PARK IS A NON-SMOKING FACILITY

FEES:

- Commons Daily User Fees: Profit - \$90/day -- Non-profit \$65/day
- Commons Damage Deposit: \$150
- Commons Daily Alcohol Fee: \$15/serve only
Selling: \$15 malt beverages - \$50.00 catering permit
- Commons Alcohol Deposit: \$100
- Cleaning Fee: \$40/day
- Additional day/s for set-up/take-down: \$25.00/da.

+++++

Alcohol on Commons Premises

Alcohol to be SOLD : (complete the following)

The sale of alcoholic/malt beverages requires approval from the Council.
(Separate application form must be completed by seller)

(Name of responsible establishment/individual/group selling or serving alcohol)

(Address – City – State – Zip) (Ph. Number)

NOTE: If alcoholic beverages are being sold on the premises, the provider of the alcoholic beverages **must** have liquor liability insurance as required by the City of Powell and a copy of the Certificate of Insurance with proof of liquor liability coverage must be submitted with this application.

Alcohol to be SERVED ONLY : (complete the following)

(Name of group/individual responsible for serving alcoholic/malt beverages)

Date/Time alcohol/malt beverages will be served: _____, 20____
_____ .m. to _____ .m.

Questions must be answered:

1. Have you (applicant) been convicted of an alcohol related offense within the preceding three years? ___ Yes ___ No
2. Have you had a malt beverage/alcohol permit revoked previously? ___ Yes ___ No
3. Have you been granted a malt beverage/alcohol permit during the preceding 90-day period? ___ Yes ___ No

I, the undersigned, do hereby certify that I will be responsible for insuring that no minor will be in possession of any alcohol as a result of this function; that all laws governing the dispensing/consuming of alcohol will be observed; and I understand that this permit does not relieve any individual, at this function, from their individual responsibility of operating a motor vehicle while under the influence of alcohol.

Signature of individual responsible for serving of alcohol.

Date: _____

Subscribed and sworn to before me this _____
day of _____, 20____.

Notary Public

My commission expires: _____

Any alcohol permit issued by the City does not exempt an applicant from any State or City laws and regulations governing the sale, dispensing and consumption of alcohol.

OFFICE USE ONLY

Event: _____

Event date: _____

Facility Daily User Fee: \$ _____

Date: _____

Facility Use Deposit: \$ _____

Date: _____

Facility Cleaning Fee: \$ _____

Date: _____

Add. days (set-up/take-down) \$ _____

Date: _____

Facility Daily Alcohol Fee: \$ _____

Date: _____

Facility Alcohol Deposit: \$ _____

Date: _____

TOTAL FEES RECEIVED: \$ _____

cc: Original File _____
Permittee (user info.) _____
P.D. _____
Parks _____
Cleaner _____
Custodial _____

+++++

Keys returned Yes No

Cleanup: Approved Not Approved

Any damages to be billed: \$ _____ for _____

Facility Use Deposit to be returned: \$ _____

Alcohol Deposit to be returned: \$ _____

Less any damages -\$ _____

Less any damages -\$ _____

TOTAL \$ _____

TOTAL \$ _____

Return user deposit to:

Return alcohol deposit to:

Forwarded for refund processing _____, 20____ by _____

**The Commons at Pond Park
135 North Bent Street
Powell, Wyoming**

The Commons at Pond Park is a meeting facility of approximately 5000 square feet with occupancy for 300 to 325 people. The room is 50 feet by 100 feet. This facility has a kitchen area, restrooms, approximately 40 eight-foot tables and approximately 320 chairs available. Other than one 100-cup coffeemaker, no kitchenware is available and the user must bring all kitchenware needed.

The Commons at Pond Park can be rented by contacting the City of Powell at (307)754-5106 extension 100.

Fees:

Profit	\$90.00/day	\$150.00 damage deposit
Non-profit	\$65.00/day	\$150.00 damage deposit

Cleaning Fee \$40.00
Additional day/s for set-up or take-down - \$25.00/day

Checks for user fee, deposit and cleaning are to be made payable to the “City of Powell”.

(See layout drawing of facility)

Use Policy
The Commons at Pond Park in Powell, Wyoming
135 North Bent Street

Return the completed application, deposit and fees to the City of Powell, City Clerk's Office, 270 North Clark, P.O. Box 1008, Powell, Wyoming 82435.

FEES

Deposit:

A deposit fee of \$150.00 is required at the time of application/reservation. The deposit fee must be made in cash or by check (no credit cards), made payable to the City of Powell and received at the time of reservation. This fee will be used to cover any damage or loss, which may arise from use of the facility. Any and all damages, losses or additional cleaning required will be deducted from the deposit. In addition, the reserving group or individual is also responsible for any costs in excess of the deposit fee which may be assessed due to damages, losses or additional cleaning. The City agrees to return any deposit which is due the user within ten (10) working days following the end of the event provided there are no claims for cleaning, losses or damage.

User Fees:

The following fees are charged for the use of the facility:

- 1) Use by organizations recognized as exempt from taxation under Section 501 of the Internal Revenue Code is at the rate of \$65.00 per day. Anyone claiming exemption from taxation under this section must provide a copy of satisfactory documentation supporting the claim.
- 2) Use by all others will be at the rate of \$90.00 per day.

Checks should be made payable to the City of Powell. All user fees will be forfeited if cancellation of reservations is not made at least two (2) weeks prior to the scheduled event.

Cleaning Fee:

A cleaning fee in the amount of \$40.00 is required for cost of cleaning of the floor following your event.

USE APPLICATION, PROCEDURES AND POLICIES

All reservations are processed on a first come, first served basis. Individuals or groups wishing to use the Commons may make a temporary reservation by telephone. No reservation will be considered confirmed and the facility reserved until a properly completed application/agreement form, deposit and required fees have been received. All applications, deposits and fees are due no later than thirty (30) days prior to facility use.

GENERAL USE POLICIES

The Commons may not be used in a manner that violates any ordinances, rules or regulations of the City or will create an unreasonable danger to the health or safety of the user or the general public. The facility may not be used for any unlawful purpose or by transient merchants.

To insure the safety of participants, access to exits and clear pathways to exits may not be obstructed.

Users of the facility will not have exclusive use of the restrooms during the regularly scheduled hours of operation (8 a.m. – 5 p.m.) as they serve as public restrooms for the downtown area.

The group or individual reserving the facility shall be responsible for insuring compliance with the posted occupancy capacity.

Any and all use and serving of alcoholic beverages within the Commons shall be done in compliance with ordinances and policies of the City of Powell as well as all applicable state and federal laws and regulations. Alcohol permits must be obtained from the City at least thirty (30) days prior to the event. Any individuals or entity desiring to sell alcoholic beverages at the Commons facility shall be required to carry liquor liability insurance and shall provide upon application, a copy of a certificate of insurance with proof of liquor liability which will provide coverage for the time in which the Commons facility will be used and which policy shall require thirty (30) days written notice to CITY prior to cancellation of said policy. Said policy shall be in the minimum amount of \$500,000.00 per occurrence.

The Commons is a non-smoking facility and the reserving group or individual shall be responsible for insuring that no smoking occurs within the facility, including the bathrooms and entry area.

During normal business hours those using the Commons shall park in the City parking lots on Clark and Absaroka Streets in order to permit as much parking as possible for downtown shopping. Street and alley parking will be limited to loading and unloading.

The Commons facility shall not be used for any purpose prohibited by law and any use must comply with all applicable federal, state and local laws and regulations.

The City of Powell reserves the right and authority to immediately revoke the right to use the facility at any time should facts be brought to their attention which indicate that the use of the facility does not comply with the use policy established herein or any applicable federal, state or local laws or regulations. No prior notice of said revocation shall be required.

RESPONSIBILITIES OF THE COMMONS FACILITY USER

A. Prior to the event

Approximately forty (40) eight-foot tables and approximately 320 chairs are available at the Commons for event use. If more are required, it is the users' responsibility to acquire these (and return them at the conclusion of the event).

While coffee urns are available for use in the Commons, all other needed kitchen supplies (towels, dish clothes, linens, dishes, table service, serving pieces, punch bowls, etc.) are the responsibility of the user.

B. At the completion of the event

- Remove decorations, tape, string, etc. from walls, ceiling, tables, chairs, etc.
- Limited cleaning supplies are in the entryway behind the door marked "C" for washing down table tops/counters and for sweeping floors.
- Wipe/wash tables clean.
- Stack tables (TABLE TOPS DOWN) on carts (11 tables per cart), & return tables to storage area.
- Stack chairs on holders and return to storage room at front of building.
- Clean kitchen area.
- Check bathrooms, pick up paper towels, etc. from floor.
- Clean up all garbage and litter (both inside & outside the Commons) from the event.
- Sweep floor in preparation for wet mopping by cleaner.
- Empty all garbage containers. Put garbage in dumpsters in the ALLEY. Put new garbage sacks back in containers.
- Turn power "off" on sound system, if used.

- **Return thermostats (2) to “continuous unoccupied”. In summer months, turn off swamp coolers.**
- **Turn off all lights in the main area.**
- **Make sure all doors are secured and locked.**
- **Return keys to City Hall within two (2) working days following event.**

Full deposits may not be returned to user if items on above completion checklist are not completed. User is responsible for excess costs of any damages/loss to facility and/or equipment.

****Brides Please Note: A powdery residue from the red floor in the Commons may be easily picked up on the hems/trains of long dresses. You may wish to make sure long trains/hems are gathered or buttoned up on the back of the dress to make cleaning of your garment easier.**

Commons User Checklist

Following event:

Remove decorations, ape, string, etc., from walls, ceiling, tables, chairs, etc.

Limited cleaning supplies are in the entryway behind the door marked “C” for washing down table tops/counters and for sweeping floors.

Wipe/wash tables clean.

Stack tables (TABLE TOPS DOWN) on carts (11 per cart), and return tables to storage area.

Stack chairs on holders and return to storage room at front of building.

Clean kitchen area.

Check bathrooms pick up paper towels etc. from floor.

Clean up all garbage and litter (both inside and outside the Commons) from the event.

Sweep the floor in preparation for wet mopping by the cleaner.

Empty all garbage containers. Put garbage in dumpsters in the ALLEY. Put new garbage sacks back in containers.

Turn power “off” on sound system, if used.

Return thermostats (2) to “continuous unoccupied”. In summer months, turn off swamp coolers.

Turn off all lights in the main area.

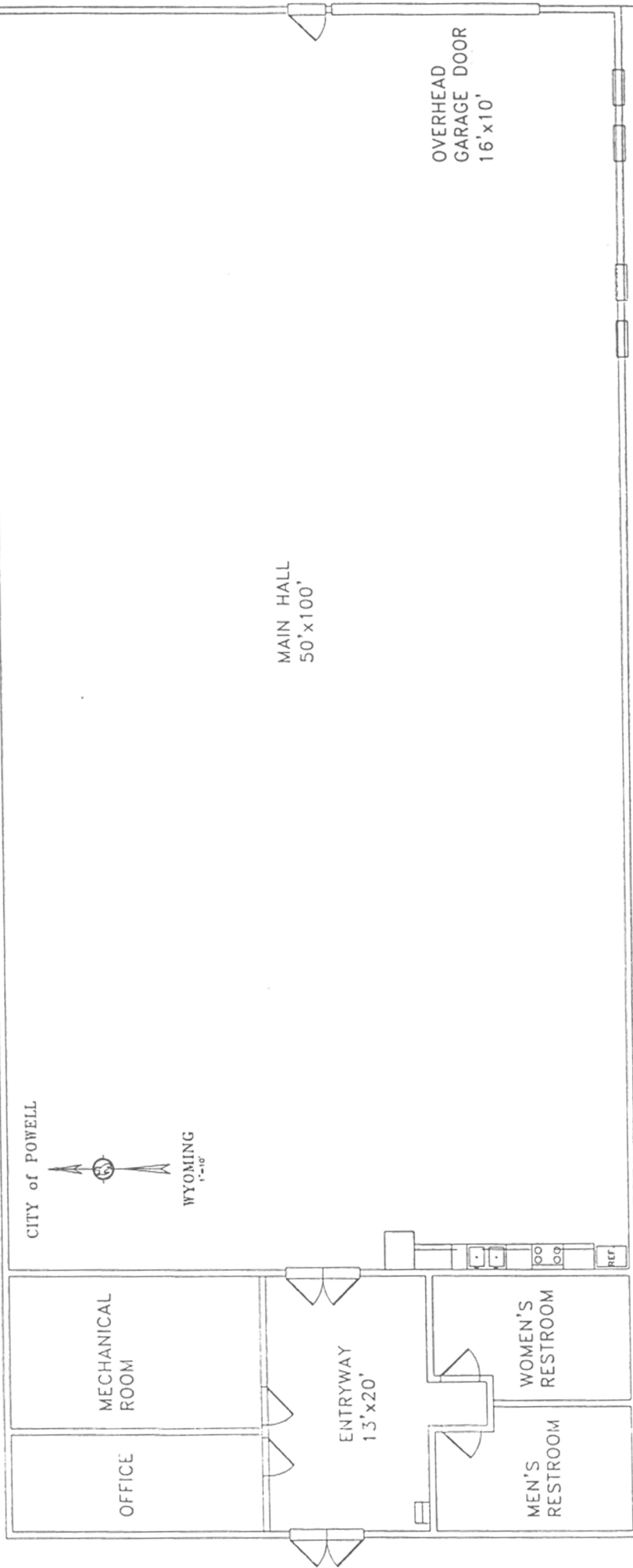
Make sure all doors are secured and locked.

Return keys to City Hall within two (2) working days following event.

Full deposits will not be returned to user if items on checklist are not completed. User is responsible for excess costs of any damages/loss to facility and/or equipment.

^
North

The Commons at Pond Park



Bent Street