



City of Riverside Private Function Rental Policy

Adopted by the Board of Aldermen November 19, 2015

This document sets forth guidelines for the implementation of a Private Function Rental Policy by the City of Riverside. It defines, categorizes, and sets a fee structure for Private Function Rentals.

1.0 Purpose

The City of Riverside has a variety of facilities designed to serve the residents of the City of Riverside and other non-residents as time allows, by providing public areas for use for private parties, meetings, or other events, as well as activities open to the general public.

2.0 Private Rentals

Rental Process: Facilities must be reserved through the Community Center using the approved Reservation Form for Small Private Functions. Reservations are made on a first come, first served basis. Rental fees, deposits, insurance requirements and other fees may be assessed for certain facilities or functions.

3.0 Facilities Available for Rental

A. EH Young Park – 1001 NW Argosy Parkway

- i. Large Shelter Houses (Shelters #3 and #4) – Two large shelter houses, each with the capacity of 100 people. Each shelter house has picnic tables and electrical outlets.
- ii. Small Shelter House (Shelter #1) – One small shelter house by the playground with the capacity of 20 people. The facility features two picnic tables and an electrical outlet.
- iii. Amphitheater – Large amphitheater area with a stage and grassy area for spectators.

B. Renner Brenner Park – 2901 NW Vivion Road

- i. Large Shelter House – Capacity of 50 people. The facility features picnic tables, a large grill nearby and electrical outlets within the shelter.
- ii. Small Shelter House – Capacity of 20 people. The facility features 2 picnic tables and an electrical outlet.

C. Briarcliff Waterfall – 1914 NW Platte Road

- i. This area features no permanent facilities and does not have any electrical outlets. Rental includes exclusive access to the bridge and path in front of the waterfall. Rentals must be less than 60 people. 17 parking spaces are available.

4.0 Requesting and Reserving Use of Facilities

- A. **The City reserves the right to deny any rental**, including denying use based upon past performance of Renter(s) and/or rentals for similar purposes.
- B. Reservations for the use of the facilities shall be made with the Community Center.
- C. Reservations will be made on a first come, first served basis with the understanding that City use has priority.
- D. Reservations may be made up to 12 months in advance.
- E. Telephone inquiries are not binding and do not constitute a reservation.
- F. A reservation is secured only when a Facility Use Agreement has been received and accepted by Community Center staff, and the deposit has been turned in at City Hall.
- G. All fees must be paid in full, and all other required documents must be submitted no later than thirty (30) days prior to the scheduled use date. For reservations made less than 30 days prior to the scheduled use date, fees must be paid in full at the time of the reservation.
- H. Depending on the time and type of event, an additional public safety fee may be charged.

5.0 General Facility Reservation Guidelines

- A. Use of the facilities shall be subject to availability and/or non-interference with City functions. All City functions and/or uses shall take precedence.
- B. No one under twenty-one (21) years of age may rent any City facility. **There will be no exceptions to this policy.**
- C. Facilities are not available for use on the following days: New Years Eve, New Years Day, Easter Sunday, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve and Christmas Day. Park shelters are not rented during the weekend any holiday occurs (ex: Labor Day weekend).
- D. Park Shelters are rented for the entire day. See Appendix A for rental schedule.
- E. The City of Riverside facilities are **Smoke-Free**.
- F. The Renter(s) is responsible for the proper conduct of all persons present during the use of the facility. The Renter(s) must be personally present at the facility at all times during the use of the facility.
- G. Inflatables are not permitted in the parks.

6.0 Alcohol

- A. Alcoholic beverages are not permitted in City parks without prior city approval. A \$1,000,000 liability insurance policy and Liquor Use Agreement must be submitted and approved by the Board

of Aldermen. Public Safety Officers are required to be present. State and City licenses may also be required.

7.0 Categories of Use

There will be five categories by which the rental rate to use City facilities are determined: Resident, Non-Resident, Non-Profit, Commercial, and Government. Fees are provided in Appendix A. Each category shall be defined as follows:

- A. Resident – an individual who maintains a permanent residence within the City and who is utilizing the facility for a non-commercial purpose. A driver's license or utility bill will be accepted as proof of residency.
- B. Non-resident – an individual who has not provided approved documentation of residency within the City and who is utilizing the facility for a non-commercial purpose.
- C. Non-Profit – any organization that is an IRS certified 501(c)(3) non-profit corporation or provides proof of good standing as a valid registered non-profit entity with the Secretary of State of the State of Missouri. Proof of such organization's non-profit status shall be provided by the applicant with the application.
- D. Commercial – any business or individual utilizing the facility for a business-related purpose. Business-related purposes shall include free seminars held by a business owner when information about the business is displayed or distributed to attendees.
- E. Government – any state, county or local governmental entity or agency utilizing the facility for the conduct of official business of such entity or agency. Governmental use shall not include fundraising activities, awards dinners or any other gathering that is primarily social in nature.

8.0 Public Safety

- A. Public Safety Officer(s) may be required at the event based on the type of event, estimated attendance and whether alcohol will be served. Hourly fees for public safety officers are available upon request.
- B. Community Center staff will work with the Renter(s) to schedule Public Safety Officer(s) for the reservation date.

9.0 Payment of Fees and Deposits

- A. A reservation is secured only when a Facility Use Agreement has been received and accepted by Community Center staff, and the deposit has been turned in at City Hall.
- B. All fees must be paid in full, and all other required documents must be submitted no later than thirty (30) days prior to the scheduled use date.
- C. For each Facility Use Agreement, the Renter(s) will be required to submit a refundable security deposit made payable to the City of Riverside at City Hall prior to a firm reservation date being placed on the calendar. The fee will be deposited in the City's bank account and refunded with a

City check after the function has concluded (provided the condition of the facility is in the same order it was before the event).

10.0 Facility Use Agreement Procedure

Facility Use Agreements can be obtained at the City of Riverside Community Center. If the date of the event is available, a Facility Use Agreement will be executed upon receipt of the facility deposit.

11.0 Cleaning the Facility

- A. General cleanup is the renter(s) responsibility. All decorations, food, gifts, and rental equipment must be removed from the facility at the end of the event.
- B. Renters shall provide all cleaning supplies and trash bags. Trash must be taken with the renter following the event.
- C. A walk-through inspection will be conducted by a City employee at the conclusion of the use of the facility within twenty-four (24) hours. Any additional cleaning or repairs required will be deducted from the security deposit, and any remaining amount will be charged to the Renter(s).

Appendix A

Facility Schedule, Deposits and Fees

EH Young Park

	Small Shelter House		Large Shelter House (per Shelter)		Amphitheater	
	Deposit	Fee	Deposit	Fee	Deposit	Fee
Government	\$0	\$0	\$0	\$0	\$0	\$0
Resident & Non-Profit	\$50	\$25	\$100	\$75	\$100	\$75
Non-Resident	\$75	\$50	\$150	\$150	\$150	\$150
Commercial	\$75	\$50	\$150	\$150	\$150	\$150

Renner Brenner Park

	Large Shelter House		Small Shelter House	
	Deposit	Fee	Deposit	Fee
Government	\$0	\$0	\$0	\$0
Resident & Non-Profit	\$30	\$30	\$25	\$25
Non-Resident	\$50	\$50	\$40	\$40
Commercial	\$50	\$50	\$40	\$40

Briarcliff Waterfall

	Briarcliff Waterfall	
	Deposit	Fee
Government	\$0	\$0
Resident & Non-Profit	\$100	\$75
Non-Resident	\$150	\$150
Commercial	\$150	\$150