

Water Works Park Reservoir Building Rules

**User can only enter the building on the day of the reservation. User cannot decorate or set up for an event in advance due to multiple reservations throughout the week/weekend.**

**Use:** Reservoir Building will be available for use by non-profit organizations and persons or organizations holding non-profit functions. Park building is not for monthly or weekly reoccurring events.

Reservoir Building hours of use are from 8:00 a.m. – 12:00 a.m.

**Equipment** **Provided**: There are no restrooms in the building. The Park restrooms are available for use. Limited number of chairs and tables are provided.

**Scheduling**: Events are to be scheduled no more than six months in advance and not less than three business days prior to use. The key to the Reservoir Building may be picked up no more than 2 days in advance. **It is the user’s responsibility to remember to pick up a key during regular business hours.** Regular business hours for Baxley City Hall are 8:00 a.m. – 5:00 p.m. Monday – Friday. (If the key is not picked up by contract rules, deposit may be forfeited and contract voided.)

**Food** **and** **Drink**: Food and drink are allowed. No kitchen facility is provided. No grills or any type of cooking equipment allowed on Park grounds. User can use the grassy area behind the Farmer’s Market for grilling/cooking equipment.

**No** **tobacco** **products**: The use of tobacco products is prohibited anywhere inside the building.

**Alcohol**: Alcoholic beverages are not permitted inside the building or on park grounds at any time.

**Posters** **&** **Signs**: No posters, signs, or any other form of decoration may be attached to any surface of the building.

**Cleaning**: Cleaning equipment and materials are NOT provided. (User must provide)

1. Floor (ceramic tile) must be swept and mopped if needed.
2. All trash containers must be emptied and trash placed in outside containers.
3. Tables and chairs must be stacked and returned to original locations.
4. Heat/Air conditioning must be turned off when leaving.
5. Make sure all personal items are removed from the building following the event. Any items left and remaining in the building will be disposed of accordingly.

**Damage** **or** **non-compliance**: Any damage to the building or failure to comply with guidelines will result in a loss of deposit, possible prohibition of future use, and reimbursement to the City for any incurred damages.

The Park grounds are open to the public at all times and will not be closed for private functions.

Hours of Fountain Operation: 8:00 a.m. – 10:00 p.m.

**Clothing:** Appropriate bathing suit attire should be worn at all times on Park Grounds.

**No inflatables/bouncy houses:** No inflatables may be brought onto Park grounds without consent from the City Manager and written proof of liability insurance.

No Smoking on Park grounds. No fireworks allowed on Park grounds. No tents allowed on the Park grounds.

**Security** **Deposit**: A cash security deposit of $100 is required for any event. Any damage above the initial security deposit will be the responsibility of the renting party. If the building is returned to its original state at the time of rental and no damage is noted, $50 of the security deposit will be returned within three business days after the event upon return of the building key.

Water Works Park Reservoir Building Rental Agreement

This agreement is executed as of this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_, by and between the City of Baxley and the USER, for the use of the Water Works Park Reservoir Building.

Event Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***$100 CASH security deposit required to reserve. If the building is returned to its original state at the time of rental and no damage is noted, $50 of the security deposit will be returned within three business days after the event upon return of the building key.***

***CITY OF BAXLEY***: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***PRINT NAME:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***SIGN NAME:*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***DATE:*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Phone #:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***ADDRESS:*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Water Works Park is under the jurisdiction of the Baxley Police Department**