

RICHARD STONE, Mayor
MICHAEL OWENS, Council Seat 1
THERESA L. MAVITY, Council Seat 2
VINCE MENDIOLA, Council Seat 3
JIM BILLINGSLEY, Council Seat 4
PAM COATS, Council Seat 5



Alicia E. Heiser, PhD, PE, Manager/Engineer (775) 623-6333
John Millard, Clerk-Treasurer (775) 623-6333
Dave Garrison, Police Chief (775) 623-6396
Ken Howard, Public Works Supervisor (775) 623-6381
Sam Duggan, Building Inspector (775) 623-6319
Fax Number (775) 623-6090
E-Mail winnemucca@winnemuccacity.org

PROCEDURE FOR RESERVING CITY FACILITY

1. Allow a minimum of forty-five (45) days for processing.
2. Complete the Facility/Street Use Request form and either mail, email, or hand-deliver the form to the Office of the City Clerk for processing.
 - a. City Staff will coordinate with the appropriate department for facility availability. If the requested facility is available during the dates requested, Staff will tentatively schedule the event pending completion of the remainder of the permit process.
 - b. If the dates requested are not available, Staff will coordinate with you for options.
3. Return a signed copy of the City of Winnemucca Rules and Responsibilities to the Office of the City Clerk.
4. Obtain a Certificate of Liability Insurance and provide same to the City.
5. Pay all fees associated with your event. Fees are based on the level of service required from the City of Winnemucca.
6. Once the application has been submitted, the rules and responsibilities have been signed, and the Certificate of Insurance and all fees have been received by the City, the Clerk's Office will finalize your reservation and add your event to the City Parks and Recreation calendar.

Cancellation Policy. Unless actual costs have been incurred by the City, fees and deposits will be fully refunded for events cancelled more than 72 hours ahead of the scheduled start time. No refunds will be issued for events cancelled with less than 72 hours' notice.



Facility/Street Use Request Form
 City of Winnemucca
 90 West Fourth Street
 Winnemucca, NV 89445
 (775) 623-6333 / (775) 623-6090 fax

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Sponsoring Organization: _____ Phone #: _____

Email Address: _____

Primary Contact: _____ Phone #: _____

Email Address: _____

Alternate Contact: _____ Phone #: _____

Email Address: _____

Is Sponsoring Organization Non-Profit? Yes No

Facility/Street Desired: _____

If requesting use of a street, are you requesting closure? _____

Dates Requested			Times Requested		
Month	Day	Year	am / pm	to	am / pm

Facilities will be used for what purpose: _____

Estimated number of attendees: _____ Will food be sold? _____

Will an admission be charged? _____ Will contributions be solicited? _____

Services Requested:

Lights

Fields Marked

Spider Box

Cones

How many? _____

Other: _____

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CITY OF WINNEMUCCA FACILITY RULES AND RESPONSIBILITIES

GENERAL

1. All City Parks/Fields are open to the public from 5:00 am – 12:00 am, Monday – Sunday.
2. The City does not grant exclusive use permits for any playground, the splash pad, the splash pad shade structure, or the fitness park.
3. The City does not grant exclusive use permits for events with less than 75 attendees. A permit for an event with more than 75 attendees requires completion/approval of the Facility Use Request Form, payment of all applicable fees, and submission of a liability insurance certificate listing the City of Winnemucca as an additional insured. The minimum required insurance amounts are as follows:
 - Commercial General Liability Insurance in the following minimum amounts:
 - \$1,000,000.00 personal liability each occurrence
 - \$2,000,000.00 general aggregate
 - \$300,000.00 property damage
 - Automobile Liability Insurance (whenever vehicles will be present)
 - \$1,000,000.00 (combined single limit for bodily injury and property damage) per accident
4. City Municipal Code section 12.04.060 requires City Council advance approval of street closure requests.
5. City Municipal Code section 6.08.220 prohibits dogs at any City Park/Field unless there is a Code authorized exception.
6. No glass bottles are allowed at any City of Winnemucca Park/Field.
7. The City reserves the right to refuse anyone the use of City Parks/Fields.

SPORTS FIELDS AND ATHLETICS EVENTS

1. **Keys** - The City will issue one key to the Event Director which will provide access to the City facilities. The key must be returned to the City within 3 calendar days of the end of the event. The key may be placed in an envelope and deposited in the water payment drop box at City Hall if after hours.
2. **Concessions** - The City has an exclusive contracted concessionaire for food and beverage service at City facilities. No other concessions or concessionaires are allowed without advance written approval from the City.
3. **Alcohol** - The City exclusive contracted concessionaire is the sole provider of alcohol at City facilities unless advance written approval is received from the City. No personal coolers are allowed inside City facilities during an event served by the concessionaire. No alcohol is allowed at youth events.
4. **Restrooms** - The City will ensure the restroom supply room is fully stocked and will do the initial stocking of the restrooms prior to each event. The Event Director is responsible for restocking the restrooms throughout the duration of the event.

100 Years of Community Service, Pride, And Success

CITY OF WINNEMUCCA FACILITY RULES AND RESPONSIBILITIES

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- 6. **Lights** - The City will provide access to the lights for events held between April 1 and October 31 of each year. Access to lights between November 1 and March 31 of each year is provided only for events with 20 teams (or 200 attendees), or more.
- 7. **Umpires/Officials** – The Event Director is responsible for providing all Umpires/Officials for the event. Food and beverages for the Umpires/Officials are the responsibility of the Event Director.
- 8. **Camping** - No camping is allowed at any City Park/Field. RV's may be allowed to park in the back parking lot of the Sports Complex on the final day of an event due to check-out times at local RV parks.
- 9. **Waste Management** - City will provide one (1) seven (7) -yard roll-off container for each event. If a larger or more waste container(s) is/are needed, the Event Director must order the container directly from the waste hauler. The Event Director is responsible for cleaning up trash inside the park and in the parking lots for the duration of the event and emptying all trash barrels at the end of the event.

By signing this form, I certify that I have read and understand the rules and responsibilities for using City of Winnemucca Facilities.

Event Director's Name: _____

Event Director's Signature: _____ Date: _____

Event Name: _____

Fee Schedules

A. City Streets

1. No fee for the use or closure of a City street

B. City Parks – Vesco, Highland, Pioneer, Riverview, Recreation Complex

1. Small Events (less than 75 attendees)
 - a. City Parks cannot be reserved for small events with less than 75 attendees
 - b. There is no fee for small events at City Parks
2. Large Events (75 or more attendees)
 - a. There is a \$50 reservation fee for large events at City Parks. The reservation fee includes the use of power (spider box), lights, restrooms, and routine preparation and cleaning by City staff.
 - b. If the facility is left in poor condition or City staff is called out for maintenance, the sponsoring organization agrees to pay \$250 per incident.

C. Athletic Fields (Non-League) – Sports Complex, Youth Baseball/Softball Fields, Recreation Complex

1. Use Fee
 - a. There is nonrefundable use fee of \$50 per day (entire facility).
2. Cleaning Deposit
 - a. There is a nonrefundable cleaning deposit of \$100 plus up to \$250 per incident if City staff is called out for maintenance or excessive cleaning is required after the event.
3. Refundable Equipment Deposit
 - a. A refundable \$350 equipment deposit will be collected only if the Sponsoring Organization is using City equipment.
 - b. The deposit will be returned in full if all equipment is in the same condition after the event as it was before the event.
 - c. The deposit will be partially returned if equipment damage is less than \$350.
4. Lighting Charge
 - a. There is a lighting charge of \$30 per night per field
5. Field Preparation Fee
 - a. If the Sponsoring Organization requests City Staff to prepare the fields, there is a fee of \$25 per field per preparation

D. Independent Sports Leagues (not run through City Recreation Department) – AYSO, Little League, Gold Rush, Humboldt Softball, Adult Soccer

1. League Fee
 - a. There is a league fee of \$50 per year.
2. Maintenance Fee
 - a. The City may charge a fee up to \$250 per incident if City staff is called out for maintenance
3. Field Preparation Fee
 - a. If the Sponsoring Organization requests City Staff to prepare the fields, there is a fee of \$25 per field per preparation

Instructions For Obtaining General Event Insurance For Use Of City of Winnemucca Facilities

1. Go to: www.onebeaconentertainment.com
2. Once on the website, scroll down to “Planning an Event.”
3. Click on “Get a Free Quote.”
4. Enter the facility ID code. For City of Winnemucca the code is: **5319-016**
5. Complete the first three steps to obtain a quote
6. If you are ready to purchase coverage, complete the application and purchase the policy

If your activity or event is not listed or if there is any other reason you are unable to obtain insurance through this process, you will need to contact an insurance agent and provide acceptable coverage for the event.

The City of Winnemucca makes no warranty about the completeness, reliability, or accuracy of any information available on the “OneBeaconEntertainment.com” website. **Any action you take upon the information of the “OneBeaconEntertainment.com” website is strictly at your own risk;** the City of Winnemucca will not be liable for any losses or damages in connection with the use of the “OnceBeaconEntertainment.com” website.