

# Agreement and Policies For the Use of Moore Pavilion

1. Events shall be scheduled on a first come- first served basis, through the Parks and Recreation Department. Regular, repeat events, shall take priority over one-time events. Application must be processed minimum of 2 days ahead of intended use.
2. The use of Moore Pavilion is “at your own risk” and the City of Lamar, nor Community Betterment assumes any responsibility for loss, injury or damage.
3. The user will be liable for damage to the property or equipment on the property.
4. It is the user’s responsibility to be aware of and observe all applicable city and county laws pertaining to the use of public property and assembling in a public place, and any other civic regulations pertaining to the use of a public facility.
5. The user assumes responsibility for barricading the facility in order to redirect traffic from the parking spaces. Use only the space needed, and be a considerate neighbor to other users. It is suggested that barricades be put in place the night before a day-time event to avoid conflict over use of the space for parking. If needed, barricade rope or tape will be made available at City Hall or the Parks and Recreation office and must be returned to the city immediately at the end of the event.
6. The user is responsible for clean up of the facility. Trash containers are provided. If additional containers are needed, the user must provide them, removing trash when you leave.
7. The electrical boxes for the light switches and power outlets are left open for convenience. If it becomes necessary in the future to lock them, keys will be checked out at City Hall up to two (2) days prior to an event and must be returned within two (2) days after the event. There will be a \$10.00 per key refundable deposit for keys.
8. Failure to comply with these guidelines may be cause to prevent the user from future use of the facility.
9. The undersigned agrees to follow the guidelines above and further agrees to hold the City of Lamar and Community Betterment harmless for accident, injury or damage to personal property as a result of using the Moore Pavilion for their event.

Date requested \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone (day) \_\_\_\_\_ (eve) \_\_\_\_\_

For (Organization) \_\_\_\_\_

Office : Use	Deposit Rec'd (date) _____ (initials) _____	Deposit Returned (date) _____ (initials) _____
-----------------	---	--