

DEPOT IN THE PARK RENTAL RULES

The Depot in the Park is a “self serve” facility which means there is no kitchenette, sink or bathrooms in the facility. Keys will be checked out to an Event Holder. The Event Holder is responsible for leaving the facility to match pre-event conditions. Under no circumstances should personal items be left overnight.

1. **Use of Property** – Rental of the site includes the use of the east side of the Depot and the outside porch areas.
 - a. Use of tables and chairs are allowed to be set up on the lawn area directly adjacent to the Depot.
 - b. Twelve white tables and 64 chairs are available for use with the rental.
 - c. All amplified music outside of the Depot must be maintained at a reasonable volume and conclude no later than 10:00 pm.
 - d. No wheeled devices are allowed on the decks or ramps except for wheelchairs and other ADA assisted devices.
 - e. No restrooms are available inside the Depot. Please use restroom facilities available in Lions Park. (Seasonal)
 - f. The Depot does have heat and air conditioning which is normally off. You may desire to stop and set the appropriate temperature (60) minutes ahead of your event.
2. **Cooking and Open Flame** – No cooking is allowed in the building or on any of the deck areas. Grills are available in Lions Park. Buffet lines are allowed. Catering must be self-contained with hot boxes or prepared off site. The use of propane heaters inside the building or on the outside deck is prohibited. Fire extinguishers are placed inside the Depot.
3. **Parking** – Event holder and guests are allowed to park in the paved and striped parking areas or surrounding street parking. No parking on the paved walking areas, patio or lawn areas.
4. **Smoking** – No smoking is allowed inside the building or on the deck areas. Smoking is allowed in the park, but all cigarette butts must be removed.
5. **Cleaning Procedures** – The Depot must be left clean and in good order and condition. Configuration of the premises including placement of tables or chairs shall be restored to the condition prior to the use of the premises.
 - a. The City of Blair will provide a push broom, regular broom and dustpan to sweep all floors in the Depot, including the deck if needed.
 - b. Paper towels and cleaning supplies are available in the cabinet in the storage room to wipe down tables, chairs and any food or drink spills. After cleaning, those tables and chairs not required to be left out should be replaced in the storage area.

- c. Two large trash cans and trash bags are provided and located in the storage room. All garbage must be removed and deposited in the dumpster on the east side of City Hall. Replace all trash cans with new liners.
 - d. Under no circumstances should personal items be left overnight.
- 6. **Decorations** – No decorations, including but not limited to use of nails, tacks, staples or other penetrating objects, tapes or adhesives, may be used on any of the building surfaces without prior permission from the City Administrator. No confetti or glitter is allowed. Any decorations or other display for which authorizations have been granted shall be removed upon termination of the use.
- 7. **Alcohol Consumption** – No alcoholic beverages or liquor shall be possessed or consumed in the Depot, deck areas or park, and the Event Holder shall take all reasonable precautions and actions to enforce such prohibition.
- 8. **Firearms** – Open or concealed carrying of firearms is prohibited on city property.
- 9. **Pets** – Pets are allowed inside the building and on the deck. Persons keeping animals on the premises must use every care to assure safety of their guests. All pets are required to be on a leash in Lions Park itself and pet litter removed.
- 10. **Closing** – Turn off all lights, set the thermostat to off from April – October and to 50 degrees from November – March, remove all personal belongings and lock and secure the facility. Under no circumstances should personal items be left overnight. Please report any problems or maintenance issues to City Hall when returning the key.
- 11. **Locking the Depot and Returning the Key** – The deposit fee shall be forfeited if the Depot doors are not securely locked and/or the rental key is not returned to City Hall by 9:00 a.m. the morning following the rental. If City Hall is not open, the key can be dropped in the City of Blair Water Drop Box located near the mailbox outside City Hall. If the key is not returned or lost, you will be responsible for the cost of the key replacement and/or the Depot lock system. Under no circumstances should personal items be left overnight. Please report any problems or maintenance issues to City Hall when returning the key.