

SECTION V - TOWN FACILITIES

V.F.1 – Purpose

The Town of Genoa offers an historical setting, with facilities that include Genoa Park, the Town Hall, Kitchen, Meeting Room, and the Genoa Church. The goal of facilities is to provide unique places for people and the community to gather and to promote economic prosperity. Policies and Procedures have been developed to ensure a safe and positive experience while visiting or renting the Town facilities.

V.F.2 – General Facility Use and Rental Policies

- A. Applications are on a first-come, first-serve basis and are only accepted from persons 21 years of age and older on official forms provide by the Town of Genoa.
- B. The Town of Genoa activities and/or sponsored events will retain first priority for use of facilities.
- C. All reservations are subject to a 2-hour minimum facility use.
- D. Town facility rentals are available beginning at 9 a.m. and ending at 12 a.m., at which time all users must vacate the building and premises. The Town park is available only during daylight hours, unless for a Town-Sponsored event.

Added – December 2008/ Revised 2019

- E. All applications for use will be made not less than 10 working days and not more than 365 calendar days prior to the proposed use of the facility. Town staff may approve applications with less than 10 working days' notice, however, all fees and insurance will be required at the time of application.
- F. Applicants must adhere to all local, state, and federal laws and codes during use of a Town facilities.
- G. Maximum capacity of Town facilities established by the East Fork Fire Department must be observed. Events that exceed maximum limits may be shut down, and the group will forfeit deposits and risk suspension of future reservations.
- H. If the sheriff or fire departments are called out to an event, the applicant may be responsible for additional charges and risk suspension of future reservations.
- I. User agrees to indemnify and hold harmless the Town of Genoa from any liability arising from the use of facilities.
- J. User will be responsible for facilities during rental and will leave each facility in the condition in which it was provided for use. All trash is to be removed from facility and secured in bear proof trash cans provided. Excess trash is to be removed by user. Failure to clean facility and secure/remove all trash from the premises will result in loss of deposit paid. Damages to facility will result in loss of deposit paid. User will be charged for any damage incurred during reservation in excess of deposit amount.
Revised 2019
- K. New and/or significant uses creating major impacts on Town facilities will be reviewed on a case-by-case basis by the Town of Genoa Advisory Board, as recommended by the Town Manager.
- L. No use of staples, tacks, nails, glue, or tape on Town facilities is allowed.
- M. No modifications or changes will be made to any equipment or facility utilized for a rental.
- N. Any amplified music or public address systems require prior approval by Town Staff. If approved, the Town retains the right to require the sound to be turned off. There is no music after 8 pm for an outdoor event and 10 pm for an indoor event.

- O. Smoking is prohibited inside Town facilities.
- P. Smoke machines are not allowed in Town facilities.
- Q. No open flames of any kind, including lighted dripless candles, are allowed.
- R. No animals are allowed in facilities, except for dogs in the Town Park and service dogs in Town facilities.
- S. All personal property utilized as a part of the facility rental is to be removed at the conclusion of the event. Any storage of items left after the conclusion of the rental is subject to being discarded or additional hourly rental fees being assessed.
- T. The Town, based on nature of event, may require security services.
- U. Parking in the Town is very limited. Carpooling is encouraged. There is to be no parking in, blocking of, or entering onto the private alley between the Town Hall and the neighboring building to its south. There is to be no parking in the dirt lot across from the Town Hall. There is to be no parking in or entering onto the property adjoining to the Town Office building to the north and east. Parking is available at the Town Park, Mormon Station State Historic Park, and at the north end of Town.
Revised 2019
- V. Reasonable accommodation will be provided for any user requiring it under the Americans with Disabilities Act.
- W. Facilities are closed on the following observed holidays:

Christmas Eve	Christmas Day
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Revised 2019
- X. Facilities are available for rental on the following observed holidays for a premium rate of 1.5 times the normal rental fee:

New Year's Day	Martin Luther King Jr. Day
President's Day	Memorial Day
Independence Day	Labor Day
Veteran's Day	Nevada Day
Thanksgiving Day	Day after Thanksgiving

Added 2019
- Y. The Town Manager has the authority to make exceptions to the Town Facilities Policies and procedures on a case-by-case basis.

Adopted 1992/Re-Approved 2000/Revised 2001/Revised 2019

V.F.3 – Insurance and permits

- A. Comprehensive General Liability insurance naming the Town of Genoa as additional insured and certificate holder will be required for all events. Certificate of insurance must be filed with the Town office a minimum of 10 working days before the scheduled reservation. The minimum limits for insurance shall be as follows:
 - i. \$1,000,000 for each occurrence
 - ii. \$2,000,000 annual aggregate
- B. The sale of alcohol requires the applicant to obtain: 1) a Sheriff's liquor license permit; 2) certificate of insurance, which shall include Liquor Liability, naming the Town of Genoa as additionally insured and

certificate holder, with the same aforementioned requirements and minimum limits. Certificate of insurance with liquor liability and proof of liquor license permit must be filed with the Town office a minimum of 10 working days before the scheduled reservation.

Revised 2019

- C. The nature of an event may require additional insurance as determined by the Town Manager as a part of the applicant's approval process.

V.F.4 - Fees, Discounts, Refunds, Cancellations, Payments of Deposits and Fees

- A. Fees and charges are developed by the Town Manager and recommended to the Town Advisory Board for review and approval on an annual basis.
- B. Fees and charges are developed to offset, cover and subsidize expenses incurred by the Town in the provision of facility rentals.
- C. Rental rates increase a minimum 4% each year with the beginning of each calendar year, including all lease agreements.
- D. Rate discounts are available for the following:
 - 1. Residents: 50% off rental fee
 - 2. Non-Profit: 50% off rental fee
 - 3. Ongoing Rentals
 - i. Monthly: 10% off rental fee
 - ii. Weekly: 25% off rental fee
 - iii. Weekday: 20% off rental fee

Discount rates may be combined; Discounts not to exceed 50%.

Revised 2019

- E. There will be no charge for use of Town facilities related to a funeral of a resident who lived in or owned property in the Town.
- F. For the purpose of commercial filming, the Town has arranged for application of this use for a daily fee of \$1,500.00. Deposit of 50% of this fee is required at the time of application to reserve the date. All general rules in the Town Facilities Policies and procedures are applicable. This is coordinated and approved with the Town Manager.
- G. A Full-Day Rental is available for the Town Hall, which provides a flat rate rental fee for a rental lasting a minimum of 10 hours and not more than 15 hours. Full-Day Rental of the Town Kitchen can be added for an additional fee. The rental time is to be utilized within the hours of 9 a.m. until 12 a.m. See current Rental Fees information for up-to-date cost.
Added – December 2008/Revised 2019
- H. A Package Rental is available for use of either the Genoa Park (3 hours) **OR** Genoa Church (2 hours) and use of the Town Hall and Kitchen for a full day (within the hours of 9 a.m. to 12 a.m.) for a flat rate. See current Rental Fees information for up-to-date cost.
Added – December 2019
- I. A Reservation Deposit must be submitted with the signed application to secure rental for desired date. The amount of the Reservation Deposit will depend on the facility(s) being rented. See current Rental Fees information for up-to-date cost. If event date is within 30 days of application date, payment of Reservation Deposit plus 100% of rental fees is required to be submitted with application to secure rental. If the facility is left in satisfactory condition as received, the Reservation Deposit will be refunded. Refunds will be issued to individual who made payment in the form of a check from

Douglas County within 30 days upon completion of the reservation. This includes payments made with a debit or credit card.

Revised 2019

- J. The Town reserves the right to bill the user for damages incurred in excess of the rental deposit amount.
 - K. Additional deposit may be required at the discretion of the Town Manager when, in the opinion of the Manager, the proposed use is likely to cause extraordinary post-activity clean-up efforts.
 - L. Energy surcharge fees are charged applicants for events held during the winter, which require additional heating resources.
 - M. Notification of a change to or cancellation of an application or reservation must be submitted by applicant **in writing** by mail, email, fax, or in person to the Town of Genoa.
 - N. Any cancellation or change of date or facility made less than 30 days before the event will result in the loss of all fees paid, including deposit.
 - O. Failure to appear for a scheduled use will result in the loss of all fees paid, including the deposit.
 - P. Failure to provide written notification of a cancellation to the Town of Genoa as detailed above will be considered a failure to appear and will result in the loss of all fees paid.
 - Q. One adjustment per application will be processed at no charge, which includes time, number of attendees, etc. Additional changes or revisions to an application will be assessed a \$50 processing fee per change.
 - R. A fee billed to the nearest half hour will be assessed if any member of the applicant's party arrives early or leaves past the reserved time. Fees are charged at time and one half the applicable room hourly rates.
 - S. Fees paid with a check that is returned will be handled using the following procedures:
 - i. Check will be processed a second time by the County Treasurer's office.
 - ii. If returned a second time, the Town staff will contact maker of the check, requiring amount to be paid in cash or money order within 5 working days, including a \$25.00 processing fee.
 - iii. If maker of check does not honor the 5 working days deadline, Town staff will send a certified letter to maker of check and facility applicant, requiring full payment by cash or money order within 10 days of date letter is sent. If this deadline is not honored, the item will be submitted to Douglas County Sheriff's Office, and facility rental will be cancelled, all fees paid will be forfeited, and future applications will not be accepted until payment is satisfied.
 - T. Requests for facility rental fee waivers may be considered when an activity is sponsored by a nonprofit agency providing a service to the community or at the discretion of the Genoa Town Advisory Board. Requests for waiver of facility rental fees must be submitted in writing to the Town of Genoa a minimum of 60 days in advance of the event date for consideration at a regularly scheduled Advisory Board meeting.
- Revised 2019**
- U. Donations in lieu of fees are considered on a case-by-case basis, with specific proposals accepted or rejected at the discretion of the Genoa Town Advisory Board.

V.F.5 – Equipment

- A. Banquet tables and stackable, solid frame padded chairs are included with any rental of the Town Hall facility. These are not available for use outside of the Town Hall unless for a Town-sponsored activity or as approved by the Town Manager or Genoa Town Advisory Board.
- B. All equipment owned by the Town of Genoa shall, where practicable, be labeled "Town of Genoa" or "Genoa." Labeling shall be in as permanent a fashion as possible.

V.F.6 - Genoa Park Facility

- A. Park use will be limited to daylight hours, 8:00 AM to Sunset. The Park is not available for use after dark except for Town-approved activities.
Revised 2001, 2019
- B. No skateboards or rollerblades.
- C. No rockets or other projectiles are to be shot in Park.
- D. Dogs are allowed in the Park; however, excrement must be disposed of properly. Dog owners may be requested to leash dog or leave park due to potential risk to Park users.
- E. Genoa Park is a public park. Areas not specifically included in the park rental are open to and shared with the public at the time of the reservation.
- F. Park rentals are limited to two consecutive days.
- G. Park tables must remain in the location that they are found.
- H. There is no overnight camping in the Park.
- I. Propane-only barbeques may be brought in by people at any time, use is limited to grass areas away from trees and with a 10-foot clearance of flammable materials. Not permitted in windy conditions. Signs to be posted with this policy.
Revised 2010, 2019
- J. Decorations requiring nails, eyebolts, glue, tape, tacks, or staples may not be used. Decorations are limited to the top section of the Park. Decorating of trees is not permitted. All decorations must be removed in their entirety when the event has concluded. No items may be stored overnight.
- K. No glitter, confetti, or rice may be used. Birdseed is permitted.
- L. No items shall be removed from the Park, including wood, turf, rock, plants, or any surface important to the integrity of the Park, unless approval has been obtained through the Town staff.
- M. Posting or displaying of any advertising or other written material within the Park or on street rights of way adjacent to the Park is not allowed unless approved through the Town staff.
- N. Use of tarps or tents is not allowed without prior approval of the Town staff. Stakes for tents must not exceed 10 inches in depth.
- O. Genoa Park is located in bear country. The Park is equipped with some bear-proof trash containers. Users are to utilize these trash containers and, if full, users are required to carry out their own trash. Failure to remove excess trash will result in loss of deposit.
- P. No motorized vehicles are allowed in the Park, except for those approved by the Town staff.

V.F.7 – Town Hall/Kitchen

- A. Tables, chairs, or any other furnishings in the Town Hall cannot be moved from the facility unless prior approval has been received from the Town Manager or is associated with a Town-sponsored activity.
- B. Set-up and take-down is the sole responsibility of the user.
- C. Users are responsible for safe and proper use of the Town Hall kitchen and its appliances. Cooking utensils and supplies are not available for use by the applicant.
- D. The Town Hall has a wood floor. Any damage incurred as a part of the event, including set-up and take-down, will be the responsibility of the applicant. Any damages that result from the event will be assessed accordingly by the Town and charged to the applicant. This includes but is not limited to scratching or water damage.
- E. All clean up must be completed prior to the finish time as agreed to on the facility agreement.
- F. Users are responsible for the following cleanup at the end of their reservation:
 - i. All spills must be mopped up, and the floors wiped dry immediately.
 - ii. Cleaning of all equipment used, including kitchen, refrigerator, stove, restrooms, counter areas, bar area, tabletops, chairs, and floors.
 - iii. All personal equipment, supplies, articles, displays, etc., are to be removed immediately following cleanup. Any supplies left will be discarded unless previous arrangements for storage and pick up have been made with the Town Staff.
 - iv. Trash is to be removed from the facility and secured inside bear proof trash cans provided and located in front of Town Office. Excess trash is to be carried out by user. Failure to secure/remove all trash will result in loss of deposit
- G. Users are not permitted to affix signs to the outside of the Genoa Town Hall building using tape, nail, tacks, staples, or glue.
- H. Decorations are allowed, with the exception of items that may need to be taped, nailed, glued, bolted, or stapled. Crepe streamers, glitter, and confetti are not allowed in the Town Hall.
- I. Birdseed is not allowed inside or outside the building.
Revised 2019
- J. User is not to enter onto, park in, or block access to the private alley between the Town Hall and the neighboring building located on the south side of the Town Hall, and will ensure all event attendees abide by this. The door exiting from the Town Hall onto the alley is only to be used in case of an emergency.
Added 2019
- K. User is not to park in the empty lot across from the Town Hall, and will ensure all event attendees abide by this.
Added 2019
- L. User is not to enter upon or park in the property located to the north and east sides of the Town Office/Kitchen building, and will ensure all event attendees abide by this. The ramp beyond the Town Hall/Kitchen leading to the adjoining property is only to be used in case of an emergency.
Added 2019

Adopted 1996/Revised 1998, 1999, 2000, 2001, 2006, 2019

V.F.8 – Town Meeting Room

A. The Town Meeting Room is primarily utilized for Town-sponsored activities, such as Town Board Meetings, trainings, work-related Town meetings, seminars, Town-appointed committee meetings, community group meetings, public presentations, or cultural/recreational events that are open to the public. Community groups requesting use of the Town Meeting Room must make arrangements through the Town of Genoa Office.

Revised 2019

B. The Town Meeting Room is not available for rental for single or one-time uses, unless previously authorized by the Town Board or Town Manager.

C. The Meeting Room must be left in original condition, clean and with lights turned off and doors locked.

V.F.9 – Church

A. There is no commercial use of the Genoa Community Church.

B. Users are not permitted to remove or under any circumstances disturb any property of the Genoa Community Church, including but not limited to the altar, pews, chairs, organs, drawings, paintings, or any item affixed to or hanging on the wall, without the prior expressed approval of the Town staff.

C. No food or beverage is allowed in the Genoa Community Church (including the side room) without prior approval from the Town staff.

D. Users are not permitted to affix signs to the Church building, inside or out, using nails, staples, bolts, tacks, tape, or glue.

E. Decorations are allowed except for those requiring tape, staples, tacks, nails, eyebolts, or glue. Do not place water-filled vases or pots on piano, organ, or pews. Protective plates and/or plastic covers are to be used and removed before leaving the Church.

F. Birdseed is allowed outside of the building only.

Adopted 1998/Re-approved 2000/Revised 2001, 2006

Section Revised 2008, 2019

Revised and Re-Approved December 2019