

Danville Parks and Recreation Department

Facility Policies and Procedures

GENERAL PARK RULES

General Park Rules

1. Park hours are 6:00am to 11:00pm.
2. Possession of alcohol is not permitted in parks without a permit from the Park Board.
3. Vehicles are not permitted on the grass.
4. No fireworks or open fires permitted.
5. Dogs must be on a leash at all times and any pet feces must be disposed of properly.
6. No marketing, vending, sales or using Town property to make a profit without written permission.
7. Littering is prohibited.
8. No Metal Detecting.

Contact www.danvilleindiana.org/parks or call 317-745-4180 for more information.

DAC General Rules

1. Danville Athletic Club is a membership facility. Non-members must pay a usage fee when entering the facility (including spectators). Non-members may only use the facility during posted Non-member hours.
2. The DAC accepts Cash, Check, or credit card (MasterCard and Visa) for payment. \$5 minimum on credit card purchases. No credit or refunds will be given.
3. Entry and exit of the DAC must always be made through the main entrance. Anyone entering through other doors or caught allowing people in through other doors will be asked to leave immediately and membership will be revoked without refund.
4. Tobacco or Alcohol use of any kind is prohibited in or around the DAC.
5. Members are encouraged to inform staff of preexisting medical conditions (asthma, allergies).

Fitness Center Rules

1. Users must be 13 years of age to enter the Fitness Center.
2. Users 13-15 must be under direct supervision of an adult 18 years of age or older.
3. Proper fitness attire must be worn at all times; no street shoes, boots or jeans permitted. Clothing that is excessively revealing will also not be permitted. Shirts must be worn at all times.
4. There is a 30-minute time limit on cardio equipment if other patrons are waiting to use it.
5. Users must store bags and other equipment in provided cubbies or locker rooms.
6. You must wipe down all equipment after use.
7. Weights must be racked after use and weights may not be dropped on the floor.

Bosstick Gym Rules

1. Children must be 10 or older to use Bosstick Gym unsupervised. Children under the age of 10 must have a parent, guardian or sibling (16 years of age or older) in the facility.
2. Street shoes, boots and sandals are not permitted while using the gym.
3. Shirts and shoes must be worn at all times.
4. Vulgar language and behavior will not be tolerated.
5. If there are over 10 people in the gym, game play will be limited to half court.
6. Bosstick Gym will be closed on ALL Town Holidays.
7. ID is required to check out a basketball. There is a \$1.00 charge for non-members.

RENTAL FACILITY RULES

General Rental Rules

1. Reservations/Payments
 - a. Payments must be in Check or Credit Card form. Check payments must be submitted in person. All other questions, contact facilityrentals@danvilleindiana.org
 - b. Done on a first come/first serve basis. The facility may be toured, if desired, prior to renting.
 - c. Renters must be 18 years or older.
 - d. Reservations must be made at least seven days prior to rental and can be made up to 18 months prior to the date.
 - e. Entering the facility prior or post of the paid rental hours additional fees or rates will be applied.
2. Damages and Liabilities –
 - a. The renter agrees to take all responsibility for any damage caused by the renter or renter's party and may be charged a fee if damage occurs.
 - b. Renter will incur costs for all extra cleaning, damage or work caused by rental. If the Town is unable to collect payment, then the Town may pursue any means available to collect the amount owed. Ex: No staples, nails or tape can be attached to the walls.
3. No drugs or alcohol.
4. Alcohol Use and Smoking - Smoking will not be permitted inside any park facility. Smoking is designated in outside areas such as the parking lot. Under no circumstances will alcohol be allowed in or around the town of Danville facilities. No glass containers or bottles allowed.
Exceptions: Anything with a Park Board permit. Contact Director

Alcohol use

- a. Alcohol will only be permitted at the Bosstick Gym. Glass beverage bottles are prohibited in all parks and facilities. Alcohol is not permitted inside the limits of Ellis Park
 - b. State Alcohol permit must be posted on the front door of the facility. Permits are issued through the state and take three weeks to process.
 - c. All alcohol used on the property shall be served by a catering service holding a current permit from the Alcohol Beverage Commission authorizing the sale and service of alcoholic beverages.
 - d. Alcoholic Beverages may be serviced only in designated locations and may be consumed only inside the Bosstick Gym or on the grounds of the property behind the building. No alcoholic beverage shall be brought onto or taken from the premises by anyone other than the licensed service.
 - e. All state laws governing alcohol sales, service and consumption must be followed. Any indication that alcohol is being served to or consumed by persons under 21, or being supplied by persons other than the caterers, may result in the immediate termination of the rental agreement (i.e. the event will be stopped) with no refund of rental fees or deposit.
 - f. The licensed service shall discontinue alcohol service if continued alcohol consumption at the event may reasonably be expected to result in damage to the house or grounds, harm to any event participant, neighbor or the public at large or in any violation of these rules.
 - g. All alcoholic beverage service shall be stopped one hour prior to the end of the reserved use period.
5. General Clean Up - All persons renting must leave facility in the same condition as prior to rental. Cleanup must be done immediately after event. The person signing the agreement is responsible for all conditions. It is to the advantage of the renter to communicate with all of their contracted vendors concerning clean-up and their expectations. All food and drink must be cleaned up after

- rental. Park will provide trash containers and liners. All renters are responsible for bagging and depositing trash in designated location. Park staff will dispose of bags or containers after the event.
6. Parking - Please park in designated areas only.
 7. Vendors - Caterers, rental companies, disc jockeys, etc. are welcome to contact administrator prior to the event concerning specific needs. If needed, the Parks and Recreation Department can suggest possible vendors. Music or noise must be kept at a reasonable level. The noise ordinance must be upheld and is from 11pm – 7am for quiet hours.
 8. Residency - Fees are based on residency. A resident is defined as any person residing or organization located within the corporate limits of the Town of Danville.
 9. Set-up/Take-down - Rental time includes set-up and take-down.
 10. Cancellation
 - a. Rental Fees will be returned only when cancellation is made 90 days or more prior to the rental date. No refund if cancelling less than 90 days from rental date. All cancellations must be in written format.
 - b. All sales are final.

Site Specific Rules *(along with general rules)*

Blanton House

1. Please refer to Blanton House Contract.

Train Station

Key Pickup

1. Failure to return any key or property to the Parks Department within 72 hours after rental date could result in a fine of up to \$200 and denial for future rentals.
2. You will need to pick up a key at the Danville Athletic Club Monday – Friday 8:00am – 4:00pm. (Reminder we observe Town Holidays) We are closed noon to one for lunch.

Directions:

Far Left Gym Door press the call box button.

49 North Wayne Street

Danville, IN 46122

Rules

1. All trash must be taken with you. It can be dropped off at the dumpster located at the park office.
2. A fee may be incurred if Park staff is called in after hours to handle any situations. Ex: key pickup, Lock or unlock doors
3. Possible rental hours are from 6am – 11pm.
4. Please handle the tables and chairs with care.
5. Do not leave any items in the refrigerator or freezer.
6. We are not responsible for any lost or stolen items.
7. Please follow posted cleaning rules.

Shelter House/Gazebo

1. Trash must be taken with you. It can be dropped off at the dumpster located at the park office.
2. Littering may result in fines or termination of rental.
3. Dispose of charcoal and clean out grill.
4. Lights are wired to the light switch.
5. Rental is from Dusk to Dawn.

Amphitheater

1. See facility rental agreement or online for rates and options.

2. Parking - Must have parking attendants directing parking. No parking on sports fields unless authorized by Park Staff.
3. Electricity - Contact staff at least 72 hours prior to event to make sure electricity is on and if lights are needed you must request a key.
4. Restrooms - If having an event larger than 500 participants you must have staff member to maintain restrooms.
5. Signs - It is recommended to post directional signage to facility and around facility for your event.
6. Security - 1 security guard per 500 persons in attendance.
7. Alcohol - Must purchase and follow all state permit guidelines and purchase the one-day permit from the Danville Parks

Bosstick Gym

1. Rented in two hour increments or full day only. See online calendar.
2. Cafeteria tables (bench style) and basketballs available upon request.

Gill Family Aquatic Center

1. The pool is only available for rent on Friday, Saturday and Sundays from 7-9pm.
2. The concession stand will be closed during the rental.
3. Rescheduling is a possibility if severe storms are predicted on said date. Rescheduling must take place prior to rental start.

All Miscellaneous

1. No attachments to structure walls, ceilings, or floors (i.e. tape, nails, staples, etc)
2. All children must be supervised at all times.
3. Yard signs must be approved before using.
4. Placement of Rental Tents, inflatable, and all other equipment used outside of facility must be approved by Park Staff in writing.