



Town of Wellton

28634 Oakland Avenue P.O. Box 67 Wellton, Arizona 85356 (928) 785-3348 Fax (928) 785-4374

Community Center, Parks & Other Facilities Rules

Facility Use Request Procedure:

1. Special Events – One Time Only

- Submit a Facility Use Application to the Wellton Town Hall not more than six (6) months in advance of intended use. Application will be reviewed and approved by the Department Heads. After the Application is approved, a deposit is required for each day of the event.
- The Applicant will be responsible for picking up their own deposit one (1) week after the date of the event.
- Parties must comply with all State, County and Town ordinances. Failure to do so may result in denial of future Facility Use Applications for Town facilities.

2. Extended Use (Non-Profit Organizations)

- Submit a Facility Use Application. Application will be reviewed and approved by the Department Heads.
- Extended Use Agreements will expire on June 30 and December 31 (every six (6) months). Update and renewal of Agreement will be necessary at that time.
- If your non-profit organization hosts an event / fundraiser *in addition to the requested Extended Use time*, you will be required to submit a Facility Use Application for the Special Event with a \$100.00 maintenance fee.
- Extended Use applications are restricted to Monday – Thursday use only.

Park Rules

1. The Applicant **agrees to pay the** Town eighty dollars (\$80.00) per day, of which fifty dollars (\$50.00) will be a refundable deposit for each day and can be picked up by the applicant one (1) week after the date of the event. The deposit will be refunded if the area is found to be clean, if no physical damage occurs and all other Agreements are satisfied. (Amended 07/01/2010)
2. Normal closing time is 10:00pm. Town Council approval is required for additional hours. 12:00am (Midnight) is the maximum time limit. (Amended 1/7/92)
3. Vehicles are **not** allowed on the grass areas of the park without prior approval. Your deposit will be forfeited.

Community Center Rules

1. The Applicant **agrees to pay the** Town three hundred fifty dollars (\$350.00) per day, of which one hundred dollars (\$100.00) will be a refundable deposit for each day and can be picked up by the applicant one (1) week after the date of the event. The deposit will be refunded if the facility is found to be clean, if no physical damage occurs and all other Agreements are satisfied. (Amended 07/01/2010)
2. The following are to be cleaned at the end of each event:
 - The floor of each room used will be swept.
 - All spills will be cleaned up.
 - Bathrooms will be cleaned.
 - The kitchen area will be cleaned (counter tops, stove, refrigerator, etc.).
 - Any marks on walls will be cleaned.
 - Any decorations, tape and tape residue will be cleaned up and removed.
 - ALL debris and trash will be picked up in the parking lot and all surrounding areas of the Community Center.

** Facility will be cleaned immediately after use, but no later than 10:00am the following day. Cleaning supplies are available for your use in the Janitor's Closet. Each of the above items will be checked before the deposit will be returned. If there is a deficiency – your deposit will be forfeited.*

3. All events will cease at the following times:
 - Monday - Thursday 10:00pm
 - Friday 11:00pm
 - Saturday 12:00am
 - Sunday 11:00pm

Golf Course & Pool Rules

1. For Golf Course & Pool rules, refer to separate Recreational Manual.

General Rules for All Facilities

1. Alcohol, Security & Insurance

- Any event serving alcohol will be required to provide Public Liability Insurance in the amount of \$500,000 / \$1,000,000 Single Limit Coverage per use. Contact your insurance company.

If any event involves alcoholic beverages, a licensed, bonded and properly insured security officer must be provided for every fifty (50) people in attendance. There are to be a maximum of four (4) security officers for any one (1) event. All alcohol will be confined to the immediate area of the event. It is recommended that admission to all private events be "by invitation only", so as to insure reasonable attendance control. **Any event with an Open Invitation will provide a minimum of four (4) security officers.**

The name(s) of the officer(s) providing security must be submitted to the Wellton Police Department as soon as possible, but no later than five (5) working days prior to the event.

The service of alcoholic beverages will cease thirty (30) minutes prior to the end of the event.

The service of ALL alcoholic beverages will cease at 11:30pm.

- If alcohol is not served, one (1) licensed, bonded and properly insured security officer for every one hundred fifty (150) people in attendance. There are to be a maximum of four (4) security officers for any one (1) event.
- If music is provided at Butterfield Park, all speakers must be faced to the North (towards the Golf Course).
- Any violations of the Security Clause, acts of violence, fights, etc. may cause the deposit to be forfeited and / or the event to be terminated. Repeated trips by the Wellton Police Department to remind the event to turn the volume of the music down will result in the forfeiture of the deposit.
- All arrangements are to be finalized within five (5) working days of the scheduled event.
- The Town of Wellton is not responsible for procuring security for any event. A list of security companies is attached.
- Town of Wellton Facilities will not be leased to a minor. (Amended 12/17/91)
- Security Personnel are defined as individuals in the employ of a Security Agency or Law Enforcement Agency approved by the Town Manager. Approved Security Agencies are:

Mitchell's Merchant Patrol

Jim Mitchell
3101 W. Columbia Avenue
Yuma, AZ
(928) 782-2376

- ***Under no circumstances will there be any alcohol served or consumed at the Community Center or on the Park grounds without the proper insurance and security.*** If your approved event is found to be serving or consuming alcohol without the proper insurance and security, the event will be terminated immediately, you will be asked to leave and your deposit will be forfeited.

2. Security & Attendance Control

- ***If alcohol is not served***, one (1) licensed, bonded and properly insured security officer for every one hundred fifty (150) people in attendance. There are to be a maximum of four (4) security officers for any one (1) event.
- ***If any event involves alcoholic beverages***, a licensed, bonded and properly insured security officer must be provided for every fifty (50) people in attendance. There are to be a maximum of four (4) security officers for any one (1) event.
- It is recommended that admission to all private events be "by invitation only", so as to insure reasonable attendance control.

- ***Any event with an Open Invitation will provide a minimum of four (4) security officers.***
- Any violations of the Security Clause, acts of violence, fights, etc. may cause the deposit to be forfeited and / or the event to be terminated.

3. Music

- If music is provided at Butterfield Park, all speakers must be faced to the North (towards the Golf Course).
- Repeated trips by the Wellton Police Department to remind the event to turn the volume of the music down will result in the forfeiture of the deposit.
- All arrangements are to be finalized within five (5) working days of the scheduled event.
- Town of Wellton Facilities will not be leased to a minor. (Amended 12/17/91)