

- The party must be invitation only with no more than fifty teen aged guests.
 - A guest list must be presented to staff upon arrival.
 - An adult chaperone must be stationed at the entrance to verify guest list with who enters.
 - Non-guests cannot be allowed in the center and must leave the property. This is the responsibility of the rental party.
- No advertisement to the public is allowed. This includes but is not limited to: social media, flyers, posters, advertising cards, radio ads, television ads, etc.
- The ratio will be one adult/chaperone to ten participants.
 - One adult chaperone must be stationed in the entrance at all times during the rental.
 - One adult chaperone must monitor the bathrooms and any other area where rental participants may congregate.
- Some lights must remain on at all times. A test of sufficient light is to place a quarter on the floor and from a standing position be able to read whether it's heads up or tails up.
- Once teens arrive, they will not be able to leave the facility and re-enter. Any teens who leave the facility must leave the property.
- At the end of the rental time, adult chaperones must be present at the entrance and throughout the facility including the parking lot(s) until all teens are picked up. Teens must be escorted off the property.
- The rental party will not leave the property until every teen is off the property.
- The rental party will be responsible for the facility including any activities on the exterior property (parking lot, parkland, etc.) during the rental period.
- Failure to comply with any of these rules will prompt City staff to take the following progressive action(s) to address non-compliance resulting in:
 - A verbal request by staff for suspected offender to leave the premises.
 - Calling Police in to ensure suspected offender leaves the premises if verbal request is refused.
 - Closing down event, requiring all participants to vacate premises and refund options forfeited.
 - Potential ban from future facility use for a designated time frame or permanently if necessary.
- Increased staffing for additional charges may be required.

Our Mission: To preserve, protect, maintain and enhance the city's parklands and recreational facilities and engage people in leisure activities that contribute to their quality of life.