



CITY OF LECLAIRE, IOWA

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LECLAIRE RIVERFRONT PAVILION SHELTER USE GUIDELINES AND CRITERIA

(Resolution #05-247 November 21, 2005)

1. There will be a \$25.00 refundable damage and clean-up deposit for any person or group (including residents) who wish to reserve the pavilion in advance. The deposit shall be remitted to the City Clerk's office at least fourteen (14) days prior to the scheduled reservation date. Except as otherwise provided for herein, this deposit may be returned after a post-use inspection of the pavilion is completed by a representative of the Levee Board and if the pavilion is left in as good condition as it was when the person or group began its scheduled use.
2. In addition to the damage and clean-up deposit mentioned above, there will be a non-refundable \$10.00 use fee for those non-residents who wish to use the pavilion. (There is no use fee charge for residents of LeClaire). The use fee shall be remitted to the City Clerk's office. (The proceeds from these fees will be deposited into the Levee Board's account and will be used for future pavilion improvements).
3. In addition to the damage and clean-up deposit mentioned in #1 above, there will be a non-refundable \$25.00/day use fee for the use of the pavilion and another non-refundable \$25.00/day use fee for the use of the "kitchen area" by commercial "for-profit" entities and/or fund raising activities. The Levee Board reserves the right to limit and/or prohibit the use of this facility by commercial "for-profit" entities and/or for fund raising activities. **"There will be a \$25.00 per day fee for the use of the pavilion "kitchen" area for all non-exempt users. (See "A" below)." Res. #05-247: November 21, 2005.**
4. Reservations for the use of the pavilion may be made up to one (1) year in advance of the scheduled use date by contacting the Levee Board Chair-Person(s). The pavilion will be reserved on a "first-come, first-served basis" and reservations will become effective when the appropriate use fees and/or deposits are remitted to the City Clerk's office. If more than one party is interested in reserving the pavilion for the same time, the Levee Board shall decide on the final scheduling and use.
5. The use of the utilities connected to and associated with the reservation of the pavilion is limited solely to the person or group reserving the pavilion.
6. The above-stated provisions notwithstanding, the Levee Board is authorized to waive any or all fees upon review and consideration.

Amendment Resolution #04-16 February 2, 2004

A. City non-profit groups using the pavilion

There will be no damage deposit or fee charged for city/community non-profit groups using the pavilion. This includes any city/community group or entity headquartered in LeClaire. Note: You will still be required to fill out the reservation agreement at City Hall prior to your use. You will need to pick up the key from City Hall 1-2 days before using the pavilion. (Res. #05-247: November 21, 2005.)

B. Groups/individuals using the pavilion for profit or fundraising (excluding benefit fundraisers)

The \$25 refundable deposit will continue to be charged for any groups/individuals using the pavilion for profit or fundraising. You will also be charged a non-refundable \$25.00 use fee. There will also be an additional \$10.00 use fee for non-residents of LeClaire.

Please pick up a reservation agreement and key at City Hall prior to your use.

C. Groups/individuals using the pavilion for a fundraiser (benefit only)

There will be a \$25.00 refundable deposit for any groups wishing to use the pavilion for a fundraiser (benefit). However, there will be no use fee charged to these groups with the understanding that all of their proceeds would go to their “cause” or “benefit”.

Please pick up a reservation agreement and key at City Hall prior to your use.

LEVEE PAVILION SHELTER
RESERVATION & HOLD-HARMLESS AND WAIVER OF LIABILITY AGREEMENT

The following party hereby requests to reserve the LeClaire Levee Pavilion:

(Print Name - Individual or Organization)	(Print Address)		
(Print Home Phone Number)	(Provide Primary Vehicle Description and License Plate #)		
(Print Work Phone Number)	(Date/Time of Reservation)	(Approximate Number in Party)	
(Specify Primary Activity for Which Shelter is to be Reserved)	(\$25 Damage/Clean-Up Deposit) <i>Exempt: city/community non-profit entities</i>		
\$10 Non-Resident Use Fee	\$25/day Pavilion Use Fee Commercial "for profit" and/or "Fund Raising" activities <i>(Exempt: "benefit" fund raising)</i>	\$25/day Kitchen Use Fee Commercial "for profit" and/or "Fund Raising" activities <i>(Exempt: "benefit" fund raising)</i>	(City Initials)

The above-listed party hereby agrees to the following:

1. I (we) shall immediately reimburse the City for any damages that may occur to the shelter and/or surrounding area arising out of the use of the shelter and/or surrounding area during the time that the shelter is reserved.
2. I (we) shall be responsible for the actions of all persons attending the activity during the time that the shelter is reserved.
3. I (we) shall at all times adhere to the rules, regulations and laws of the LeClaire Levee Board, City of LeClaire, and the State of Iowa which govern such activities and/or use of said public property.

Further, the above-listed party and any person(s) claiming through or under the undersigned and any respective sureties, covenant and agree to protect, indemnify, and hold harmless the CITY OF LECLAIRE, Iowa, its departments, agents, employees, and assigns from any and all actions, claims, demands for damages, expenses, (including attorney's fees), or liability of any kind or nature whatsoever, which may be occasioned by or arising out of any accident or other occurrence causing or inflicting injury and/or damage to any person(s) or injury and/or damage to property, which may result from the use of the Levee Pavilion and the surrounding riverfront levee grounds.

DATED THIS THE _____ DAY OF _____, 20____.

X _____
 (Signature of Requesting Person, Group or Corporation)

- PLEASE KEEP A COPY OF THIS RESERVATION FORM AND HAVE IT AVAILABLE WITH YOU ON THE DAY(S) WHEN YOU ARE SCHEDULED TO RESERVE THE SHELTER.
- THE LECLAIRE POLICE DEPARTMENT HAS BEEN NOTIFIED OF YOUR RESERVATION AND HAS BEEN PROVIDED WITH A COPY OF THIS FORM.
- EVERY EFFORT WILL BE MADE TO INSURE THAT THE PAVILION IS CLEAN FOR YOUR USE. HOWEVER, IT IS ALSO USED BY THE GENERAL PUBLIC WHEN NOT BEING RESERVED AND MAY NOT BE UP TO YOUR EXPECTATIONS ON THE DAY OF YOUR RESERVATION.

THE CITY OF LECLAIRE RESERVES THE RIGHT TO TERMINATE THIS RESERVATION AND THE RIGHTS CONFERRED HERewith AT ANY TIME FOR ANY VIOLATION OF THE RULES AND REGULATIONS GOVERNING THE USE OF THESE FACILITIES AND/OR FOR ANY VIOLATION OF ANY LOCAL, STATE, OR FEDERAL STATUTE.