

# West Point Parks and Recreation

## Building Rental Procedure

Office Number 494-3214

- Effective in 2020.
- Building will be rented on Saturdays and Sundays from 9 am-7 pm. Renter will have until 7 pm to clean up and exit premises, as building and gates are locked at 9 pm.
- In order receive refund, building must be cleaned and closed by 7 pm.
- Fee is \$100 per day, with a \$100 refund if building is cleaned and exited by 7 pm. The refund will be picked up at City Hall.
- This \$100 must be paid in full at City Hall before date can be booked.
- Some dates will be not be available due to Parks and Recreation usage.
- Key will be picked up at 9 am at the Recreation Building and will be taken back up at 7 pm at the Recreation Building.
- Gates will be locked at 9 pm.
- No smoking, no alcohol, no weapons or firearms allowed in the Recreation Building or on the premises, as this is a City ordinance.
- No open flames allowed in Recreation Building due to no sprinkler system.
- Building capacity is 115 people or less per Fire Marshall.
- No loud music, as this is a playground area for kids.
- Police will be called if rules are not followed.