

# Jon & Ruth Ann Wefald Pavilion and GTM Family Center Ice Rink

## Rules and Regulations



Ice Rink reservation applicants must read the following rules and regulations, and initial each to verify acceptance.

*Initial*

- \_\_\_\_\_ 1. Reservations will not be accepted until November 1. The reservation season is December 1-February 28.
- \_\_\_\_\_ 2. Reservations must be made no later than one week in advance. A \$50 deposit/damage fee is required at the time of the reservation. Events will not be added to the Ice Rink schedule until the down payment is submitted.
- \_\_\_\_\_ 3. The Ice Rink is not available to rent during public hours.
- \_\_\_\_\_ 4. All reservations are subject to approval by MPRD and subject to change.
- \_\_\_\_\_ 5. Reservation requests must include the hours necessary for decorating and clean up.
- \_\_\_\_\_ 6. Events must be scheduled to end by 11:00 p.m. - including clean up.
- \_\_\_\_\_ 7. The absolute occupancy capacity at the Ice Rink is 350 people.
- \_\_\_\_\_ 8. An MPRD facility supervisor will be scheduled to arrive at the Ice Rink at the time requested by the renter.
- \_\_\_\_\_ 9. All trash, paper products, etc. are to be picked up and deposited in provided trash receptacles.
- \_\_\_\_\_ 10. No open flames or candles.
- \_\_\_\_\_ 11. Taping, tacking, gluing, and nailing to any wall surfaces **IS NOT PERMITTED**. This is to include painted surfaces, doors, windows, and limestone areas.
- \_\_\_\_\_ 12. Client will need to provide any tools required for decorating. The Manhattan Parks and Recreation Department must approve any decorating.
- \_\_\_\_\_ 13. Dressing/changing or storage facilities are not available at the Ice Rink. No kitchen facilities are available.
- \_\_\_\_\_ 14. All equipment, articles, and supplies must be removed by the end of the event. Clients will be charged when staff must wait for pickup and clean up.
- \_\_\_\_\_ 15. Customers are responsible for placing trash in containers and removing all materials not originally found in the Ice Rink from the site by the end of the rental period.
- \_\_\_\_\_ 16. No food or drink is allowed on the ice.
- \_\_\_\_\_ 17. No alcohol is allowed.
- \_\_\_\_\_ 18. No hockey or broomball is allowed.
- \_\_\_\_\_ 19. The supervisor has the authority to prohibit inappropriate activities and enforce all rules.
- \_\_\_\_\_ 20. Manhattan City Ordinance prohibits smoking inside the Pavilion, and within 20 feet of the entrances.
- \_\_\_\_\_ 21. Clients will be billed when events run longer than the scheduled reservation time. Also, refunds will not be granted for events that end earlier than requested.

*I received, read, and reviewed the Ice Rink Rules and Regulations. I understand the conditions and regulations and hereby represent that I will be present at the facility during its use and agree to use due care to ensure that all regulations are enforced while the facility is in use. I further realize the ramifications of failure to abide by the policies and/or permit requirements.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
MPRD Staff Signature

\_\_\_\_\_  
Date