



BLOOMINGTON
CENTER FOR THE ARTS

Operational Guidelines

SECTION 1
MISSION AND POLICY STATEMENTS

1.0 PARKS AND RECREATION MISSION STATEMENT

The mission of the Bloomington Parks and Recreation Division is to enhance the quality of life, health and wellness of our patrons through innovative and diversified parks, arts, recreation, leisure and cultural opportunities. This is accomplished through the stewardship of the community's parks and natural areas, and through the provision of quality recreational facilities and programs at an affordable price.

1.1 BLOOMINGTON CENTER FOR THE ARTS VISION STATEMENT

The vision of the Bloomington Center for the Arts is to provide a center for cultural arts experiences and opportunities to Bloomington residents and the public in a state-of-the-art facility. The program provided in the facility enhances the quality and number of arts opportunities offered in the community and beyond.

1.2 BLOOMINGTON CENTER FOR THE ARTS OPERATIONAL GUIDELINES

The Bloomington Center for the Arts is owned and operated by the City of Bloomington to serve residents, non-profit arts organizations, civic organizations and businesses.

The intent of this document is to establish guidelines that provide direction and promote the viability of an efficient and effective operation. Business levels and attendance serve as indicators on meeting the overall goals. Guidelines herein set rules and regulations for use of the Bloomington Center for the Arts. Rental fees are based on the staffing, set-up and maintenance costs, as well as the market rates for similar facilities. The policies are reviewed and updated on an on-going basis to meet the demands of the facility. The rental fees and lease agreements for usage of the facility are reviewed and approved by the City Council annually. The City of Bloomington reserves the right to adjust guidelines in the best interest of the Bloomington Center for the Arts facility operation and departmental goals.

The Bloomington Center for the Arts is a 32,470 square foot facility which includes a proscenium theater, Black Box Theater, two galleries, rehearsal hall, dressing rooms, makeup room, scene shop, dance studio, clay studio, visual art classrooms, lobby, and parking areas. All facilities are handicapped accessible.

The Bloomington Center for the Arts does not discriminate against any facility user on the basis of race, color, religion, creed, national origin, gender, age, sexual preference, marital or parental status with regard to public assistance or disability in the admission or access to programs, services, activities, or employment.

SECTION 2
HOURS OF OPERATION

2.0 PURPOSE

To establish operating hours to best meet the demands of the various scheduled programs and events. To set hours that promote efficient use of the building and scheduling of staff to meet the financial expectations of the facility.

2.1 DESCRIPTION

Hours of Operation for the facility will coincide with usage needs for program users. Although each area has diverse programming and scheduling needs throughout the year, it is necessary to list general operational hours for the public to use the facility. All programs must be complete and rooms vacated by closing time each day. Early entry time or late exit times will be permitted based upon staffing and intended use. User will be charged additional fees when scheduling outside the general operating hours.

2.2 GENERAL FACILITY HOURS

A. Regular Facility Hours

Monday – Friday	8 a.m. – 10 p.m.
Saturday	9 a.m. – 5 p.m.
Sunday	1 p.m. – 10 p.m.
Holiday	Refer to holiday schedule

B. Holiday Hours

The facility will be closed on the following holidays unless extended facility hours have been approved.

Holiday Schedule:

<u>Holiday</u>	<u>Day/Date</u>	<u>Hours</u>
New Years Day	January 1	
Martin Luther King	Third Monday in January	
Presidents Day	Third Monday in February	
Easter Sunday	Sunday in March or April	
Memorial Day	Last Monday in May	
Memorial Weekend:	Saturday and Sunday proceeding Memorial Day	
Summer Fete	July 3	Closed at 4:30 p.m.
Independence Day	July 4	
Labor Day	First Monday in September	
Labor Day Weekend:	Saturday and Sunday proceeding Labor Day	
Veterans Day	Day in November	
Thanksgiving	Fourth Thursday in November	
Thanksgiving Weekend:	Friday, Saturday, and Sunday proceeding Thanksgiving	
Christmas Eve	December 24	
Christmas Day	December 25	
New Years Eve	December 31	Closed at 4:30 p.m.

*For holidays that fall on Saturday or Sunday the facility may be closed on an alternative and/or additional day.

Hours of operation listed may be altered depending on demand by users and staff available for a particular Holiday. Room rentals may be scheduled on holidays and hours may be adjusted to meet the needs of the user if the size of the user/group justifies rental (i.e. arts event, performance, or celebration) and staffing is available. City staff reserves the right to approve or deny Holiday rentals. Approved Holiday rentals will be subject to Extended Hourly Fees.

2.3 EXTENDED OPERATING HOURS

Rentals can be scheduled outside of general operating hours; in which case only the rented areas of the facility will be open. The City will approve or deny extended hours requests based on date, event, and staff availability. Approval is needed a minimum of two weeks in advance if the Facility User requests rental time beyond general operating hours. The extended hourly fee is approved by City Council. If a Facility User has scheduled extended hours and does not utilize any of the extended time, the extended hourly fee will not be charged. However, if a Facility User reserves extended hours and uses any portion of the extended hours, they will be charged for the entire hour.

2.4 DELIVERY GUIDELINES

City of Bloomington staff may reject a delivery if made at an inappropriate time. It is the Facility Users responsibility to sign for all deliveries. Should city staff be put into the position of signing for deliveries, they are not responsible for accepting damaged or incomplete orders or paying C.O.D. (Cash on Delivery) charges.

SECTION 3
SCHEDULING, RESERVATIONS, DEPOSITS, AND FEES

3.0 PURPOSE

The city has classified users due to the large number of organizations that request use of the Bloomington Center for the Arts facilities. A reservation priority is established for users by activity type to best meet community needs. Scheduling of city-owned facilities will incorporate the priority user classifications listed below along with the assigned rental fees.

3.1 PRIORITY SCHEDULING

Priority:	User Group:
Priority #1	All City Sponsored activities, programs and meetings
Priority #2	All City co-sponsored activities, programs and meetings
Priority #3	Facility users who have a long-term cooperative agreement of 12 months or more for using space in any facility on a regular basis
Priority #4	Tax-supported government agency sponsored activities, programs, and meetings. Includes federal, state, county and school district activities
Priority #5	Bloomington-based non-profit civic and religious organizations
Priority #6	Bloomington residents
Priority #7	Bloomington-based businesses and commercial organizations
Priority #8	Non-Bloomington organizations, groups, businesses, and individuals

3.2 RESERVATIONS

Reservations can only be made by submitting a Facility Rental Use Agreement and paying the applicable damage deposit. All forms are dated as they are received and entered into the facility scheduling software system based on the priority classification policy. Facility Users will receive a confirmation once their requested room(s) is reserved. The Facility User must pay the balance for the rental prior to the event.

If the requested space is not available, the City will notify the requesting organization of the conflict and work with the organization to see if there is alternative space or time that would suit their needs.

The City of Bloomington and the Bloomington Center for the Arts staff reserve the right to refuse any reservations, as they deem necessary.

3.3 DAMAGE DEPOSITS

A damage deposit will be collected for all facility rentals.

- A. A damage deposit must be submitted with the Facility Rental Agreement. Reservations are not confirmed until the damage deposit is received.
- B. Damage deposit fees are reviewed and approved annually by the City Council.
- C. The Facility User forfeits the damage deposit for damage to equipment or the facility.

- D. The Facility User will be invoiced for the full cost incurred for materials and labor to replace and/or repair the damage. Future use of the facility will be denied until full restitution is received.
- E. A damage deposit is not required of City staff using the facility for City business. Should damage occur, the respective department will be invoiced for the full cost incurred for materials and labor to repair and/or replace the damages.
- F. Damage deposits may be waived when an agreement is used with a long-term Facility User. Should damage occur, the Facility User would be invoiced for all damages and replacement expenses.
- G. The damage deposit shall be returned at most thirty (30) days after the event.
- H. Violation and/or failure to adhere to all guidelines may result in denial of future permits for the use of the facility and forfeiture of the damage deposit.

3.4 RENTAL FEES

Rental fees are established based on staffing, utilities, maintenance costs, and equipment, as well as the market rates for similar facilities. Rental fees are reviewed and approved by the City Council annually. Lease agreements for facility usage will be periodically reviewed for renewal, amendments, or cancellation. Rental fees for the current year are included in Appendix A.

3.5 ADDITIONAL SERVICES/EQUIPMENT FEES

A fee may be charged for the use of various equipment and supplies including, but not limited to: audio-visual equipment, copy machine, fax machine, and other miscellaneous equipment or supplies. Fees may vary depending on the value and complexity of the equipment.

3.6 CANCELLATIONS, RESERVATION CHANGES, AND REFUNDS

Cancellations and reservation changes must be submitted in writing. User groups are advised to request a cancellation/change receipt to confirm the accuracy of the change.

Schneider Theater, Main Lobby, and Black Box:

30 Days or less	No Refund of Damage Deposit
31 – 60 Days	50% Refund of Damage Deposit
61 Days or more	Full Refund

All other spaces within the Bloomington Center for the Arts:

15 Days or less	No Refund of Damage Deposit
16-30 Days	50% Refund of Damage Deposit
31 Days or more	Full Refund

SECTION 4
GENERAL FACILITY USER GUIDELINES

4.0 PURPOSE

To establish procedures and guidelines applicable to all Bloomington Center for the Arts users. To establish guidelines to promote safe and respectful behavior among users and to promote safe and conscientious use of the Bloomington Center for the Arts. To promote activities that support the philosophy of this building as being arts oriented, community oriented and financially responsible. Guidelines for specific spaces in the facility are identified in Appendix B.

4.1 GENERAL GUIDELINES

The following guidelines apply to the entire Bloomington Center for the Arts facility.

- A. Food from outside vendors is permissible; *Refer to section 6 for additional catering/food and beverage guidelines.*
- B. Conducting group events or parties in the Main Lobby or Atrium Gallery is prohibited Monday-Friday 8:00 a.m. – 4:30 p.m. These hours are intended for use by the general public and reservations during this time would conflict with regular City business. Facility Users shall be asked to utilize other available rental spaces during these hours. The Main Lobby or Atrium Gallery may be used for groups to mingle in before or after events taking place in other areas of the facility during business hours.
- C. The City of Bloomington and the Bloomington Center for the Arts are not responsible for personal belongings. Neither the City of Bloomington nor its employees can be held responsible for any items that are lost, damaged or left at the facility.
- D. Facility exits may not be blocked or covered for any reason.
- E. All aisles must be kept clear, clean and free of obstruction. The minimum aisle width is 5 feet. Fire Fighting and emergency equipment shall not be blocked or obstructed under any circumstances.
- F. All electrical equipment must be UL (Underwriters Laboratories) approved. Equipment that is not UL approved will be removed from the premises
- G. Facility Users/Vendors engaged in the business of making retail sales at Bloomington Center for the Arts require sales tax permits. Facility Users/Vendors are responsible for filing sales tax and must have a Minnesota Sales and Use Tax Permit on sight during the event. This includes, but is not limited to craft shows, business seminars selling products, etc. Facility Users are also required to contact the City of Bloomington Licensing Division and obtain any other required permits.
- H. Animals are prohibited in the facility except for special needs and when pre-approved for an exhibit or theatrical event, etc. Facility User is responsible for cleanup of all defecation. Facility User will be billed for any clean up deemed necessary by Facility staff.
- I. Operation of heaters, barbecues, or open flame devices, candles, lanterns, torches, welding equipment, smoke emitting devices or indoor pyrotechnic material in the Bloomington Center for the Arts must have written authorization by City of Bloomington Fire Prevention Management at least ten (10) days prior to the event.
- J. Facility User is responsible to provide coverings to protect furnishings, window coverings, and walls (i.e. table/wall coverings for craft projects with paints, construction requiring adhesives, etc.). All Users will forfeit damage deposit and be invoiced for additional costs associated with damages.
- K. Facility Users are to return the tables and chairs to the room set up found upon their arrival unless other arrangements have been made with Bloomington Center for the Arts staff.

- L. Public employees may not accept gratuities, tips, or other novelties. Please do not put the staff in a compromising situation by offering these items.
- M. Users must comply with all city ordinances, Minnesota State statutes, federal laws and established building use laws, including room capacities as set forth by the fire code specifications. Violation of these rules may result in the denial of future use of the Bloomington Center for the Arts. Denial of use does not exempt violators from possible prosecution under applicable City ordinances, State or Federal laws.

4.2 SUPERVISION/CONDUCT

- A. Children eight (8) years of age and under must be supervised by an adult/guardian at all times.
- B. The Facility User shall assume full responsibility for a group's conduct and for any damage to the building or equipment. The City does not accept liability for unsupervised children. The user group will be charged for any damage or additional cleaning costs incurred as a result of unsupervised youth.
- C. City staff reserves the right to assign extra staff and/or licensed police officers for a user group at an additional cost to the Facility User.
- D. Disorderly conduct shall be grounds for immediate termination of the activity/event without refund. This will be determined by City staff or a licensed police officer.

4.3 BEHAVIORAL GUIDELINES

Facility users are responsible for supporting and adhering to the following conduct guidelines:

- A. Respect staff, peers, patrons and property inside and outside the Bloomington Center for the Arts.
- B. No illegal activity. There is "Zero Tolerance" for *any act defined by Federal, State or Local ordinances as criminal or illegal.*
- C. No Profanity. (Exception: pre-written scripts used in artistic performances with limited use.)
- D. No blocking hallways or entrances.
- E. No assaultive behavior or intimidation.
- F. No horseplay, play fighting, running in the hallways, etc.
- G. No loitering.
- H. No bikes, in-line skating or skateboarding allowed on the property.
- I. No gang affiliation or representation.
- J. Facility User shall be solely responsible for the orderly conduct of all persons using the premises by its invitations during all times covered by the Facility Use Agreement. The City staff reserves the right to eject any person or persons engaging in objectionable or unlawful conduct from the Bloomington Center for the Arts. City of Bloomington may provide at the Facility Users expense, any security determined by the Facility Manager, Rental Coordinator, or appointed City staff to be necessary to maintain order on the Rental premises.

4.4 DECORATIONS

- A. Decorations or wall hangings must be pre-approved by the City during the permit process and shall be identified on the Facility Permit. The Facility User may not affix any signs, posters, notices, banners, graphics, or other decorations with adhesives/tape, tacks, staples, nails, etc. Decorations

may not be attached to the ceilings, doors, walls, windows, or furnishings. Facility Users are liable for any damages caused in violation of this rule. The Rental Coordinator or Facility Manager must approve essential use of any adhesive.

- B. Decorating is permitted within the hours contracted at the time of rental and will appear on the Facility Permit. Any decorations left past permitted time will be discarded. Events requiring overnight storage are to be identified during the reservation process, approved by the facility manager and shall be subject to storage fees.
- C. Confetti, glitter, birdseed and rice is not allowed
- D. Candles are permitted if secured within an enclosed glass container/chimney so there is no open flame. In addition candles no more than the standard 3” cake candles for celebrations (i.e. birthday parties) shall be allowed to burn for a brief period of time. Open flame candles are prohibited for all other uses.
- E. All signs, banners, decorations, or displays of any kind to be suspended from any ceiling must be approved by City staff at least ten (10) days prior to event and hung by City staff unless approved by the facility manager.

4.5 REMOVAL OF USER/VISITOR

In the event the Facility User, or any member of the User's group, intentionally causes damage to the Facility or intentionally hinders the lawful use by people not in User's group, of any portion of the Bloomington Center for the Arts, City staff reserves the right to immediately cancel the reservation. User, and guests of User's group, shall immediately vacate the premises and forfeit any payments made pursuant to this agreement. The City reserves the right to demand and receive full compensation for the unused reserved time or for damage to any City property.

4.6 REMOVAL OF USER’S PERSONAL PROPERTY

The city reserves the right to discard any and all items left by a user group or their guests at the end of their reservation.

- 4.7 The City of Bloomington reserves the right to cancel this agreement for any just cause, upon verbal and/or written notice with a written document confirming arrangements with the undersigned. In the case of mechanical failure of Facility Equipment (i.e. Theater Sound/Lighting, etc.), the User will be notified as soon as possible. The City shall have the exclusive authority to determine whether the facility is in usable condition, and shall not be liable to the User for the consequences of any cancellation other than to arrange an alternative rental date for the user.

SECTION 5

FOOD SERVICE AND CATERING

5.0 PURPOSE

To establish policies for food and beverage service at the Bloomington Center for the Arts. To set guidelines that encourage good customer service by caterers or liquor providers. To ensure caterers and facility users assist in maintaining a clean, safe environment when preparing, serving and cleaning up after the activity.

5.1 GENERAL GUIDELINES

- A. The Facility User may arrange food service through the caterer of their choice or in some instances provide food themselves. The caterer or Facility User must acquire a City of Bloomington food permit to provide food in the facility as applicable.
- B. Food may be served under the following conditions:
 - 1. Food and beverages can only be served in the areas reserved by the User and listed on the Facility User Permit.
 - 2. No food or beverage is allowed in the Schneider Theater or Council Chambers.
 - 3. All food served in the Bloomington Center for the Arts must be provided according to these guidelines. The Facility User assumes all risks related to the food service.
 - a. Pre-packaged snacks purchased from a grocery store or provided through a caterer of the Facility User's choice that are non-perishable may be provided by the Facility User without a temporary food permit.
 - b. Delivered food, such as sandwiches, subs, pizza, or other catered boxed lunches that is eaten within twenty (20) minutes of the delivery time does not require a temporary food permit. Events or activities with hot foods require the Facility User to notify the Facility Manager and Environmental Health Department at least two weeks in advance. The Facility User is required to use the Approved Caterer and acquire a Temporary Food Permit.
- C. Liquor is allowed in designated areas of the Bloomington Center for the Arts only. Facility users must use an approved liquor provider as designated through the City of Bloomington Liquor Ordinance. At the discretion of the Police Chief, the Bloomington Police Department or other approved and licensed Security Service (as recommended by the Bloomington Police Department) may be required for rentals where alcoholic beverages are served.
- D. It is the responsibility of the Facility User or the caterer/liquor provider to consolidate trash in wastebaskets by the end of the rental time listed on the Facility User Permit.
- E. The City of Bloomington reserves the right to deny a caterer, liquor provider or entertainer approval of facility usage based on unsatisfactory customer service and/or failure to adhere to Bloomington Center for the Arts or City of Bloomington Environmental Health Division policies.
- F. Licensed Caterers will be responsible to provide a copy of their product liability insurance upon request or no later than two days prior to the event.
- G. All items brought in by the Facility User must be out of the facility by the end time stated on the Facility Use Permit or the Facility User will be charged extended use fees. Requests for storage must be approved in advance and be listed on the Facility Permit to avoid additional fees. Storage requests will be honored based on space availability. This includes, and is not limited to, food left in refrigerators/freezers, decorations, signage, equipment, beverage containers, etc.
- I. Neither the City of Bloomington nor its employees can be held responsible for any items that are left at the facility by the Facility User overnight.
- J. Deliveries of items as coordinated by the Facility User must be listed on the Facility Use agreement.

The Facility User or its representative must be available to meet deliveries unless approved by the Rental Coordinator. All deliveries must be made during the general operating hours. The facility staff may reject a delivery if made during an inappropriate time. It is the Facility User's responsibility to sign for all deliveries. Should the staff be put into the position of signing for deliveries, they are not responsible for any damaged or missing parts, identifying incorrect deliveries, nor paying C.O.D. (Cash on Delivery) charges.

5.2 CATERING/FOOD SERVICE PROCEDURES

- A. Food service arrangements shall be made directly between the Facility User and the caterer of their choice, but all arrangements must be communicated to the City in advance of the event. The Facility User is responsible to confirm that the caterer has completed and provided all required paperwork to the Bloomington Department of Environmental Health a minimum of one (1) week prior to the event.
- B. The caterer or individual providing food is responsible to post their City approved license the day of the event for public functions.
- C. Prior to entering and upon departure, catering personnel and/or the Facility User must clean the kitchen leaving no food crumbs, spills, or messes. Caterers accept full responsibility for the cleanliness of the kitchen, including proper clean up following the event.
- D. If kitchen facilities are not cleaned properly, cleaning costs will be deducted from the Facility User's damage deposit.

SECTION 6

ADVERTISING

6.0 PURPOSE

To establish guidelines for advertising and/or promotional material in the facility.

6.1 ADVERTISING

- A. All advertising and solicitation, whether it is paper or technical media (i.e. audio-visual, computer) is prohibited in the building unless pre-approved by the Facility Manager.
- B. Flyers will be posted in display cases and/or designated areas only.
- C. The User must receive approval from the City to affix signs, banners or decorations whether for direction, information or promotion. Any signs or banners used must be affixed as determined by the City. No damaging adhesives will be allowed. Facility staff will remove all unapproved signs or banners and charge the user for time needed for cleanup.

APPENDIX B

SPECIFIC ROOM GUIDLEINES

1.0 Purpose

To establish specific room guidelines for the Bloomington Center for the Arts.

1.1 Schneider Theater

- A. No food or beverage with the exception of water is allowed in the theater.
- B. The three seats in the front row closest to the handicap entrance may be removed for additional wheelchair seating.
- C. Facility Users, who are working with the rigging, pit lift, sound/light equipment, and orchestra shell, must be trained by and/or approved by City Staff before using the equipment and at the facility managers discretion may be required to hire a City A/V technician for the duration of their rental.
- D. The Facility User is responsible for returning all equipment in good condition.
- E. Facility user will be billed for the replacement cost of any missing Audio & Visual or other equipment.
- F. Facility Users may be required to provide set design plans which are subject to review by the City Building and Inspections, Fire Prevention, and Facilities Maintenance divisions to meet City code.

1.2 Set Loading Requirements in Schneider Theater

- A. During all rigging activity (loading or unloading a set), three people must be present and actively involved for safety.
- B. Facility users must block off the area under the catwalk while rigging activity is taking place.
- C. The Facility User must have a Technical Director who is responsible for supervising the activities on stage at all times when the rigging system is in use.
- D. The Facility User's Technical Director or other designated member must provide training to anyone operating or working with or near the rigging system.

1.3 Black Box Theater

- A. Facility Users who are working with the, sound/light equipment, and risers must be trained by and/or approved by City Staff before using the equipment.
- B. Facility Users requesting to operate Audio & Visual systems must be trained and/or approved to use equipment by the City staff and may at the facility manager's discretion be required to hire a City A/V tech for the duration of their rental.
- C. The Facility User is responsible for returning all equipment in good condition.
- D. Facility user will be billed for the replacement cost of any missing Audio & Visual or other equipment.
- E. Exit signs may not be covered for any reason.
- F. No open flames of any sort are allowed in this room.
- G. Facility Users may be required to provide set design plans which are subject to review by the City Building and Inspections, Fire Prevention, and Facilities Maintenance divisions to meet City code.
- L. The Facility User must have a Technical Director present during theater use and is responsible for the safety and supervision of activities on stage at all times.

1.4 Backstage rooms (Dressing, Make-up, and Green Room)

- A. Facility users must work with City staff and provide a list of equipment they may want to leave in rooms for duration of a production. This is subject to approval by the City.
- B. Backstage rooms may need to be shared with the other facility users.

1.5 Main Lobby

- A. All displays must be pre-approved by the City.
- B. Main Lobby may not be reserved for events taking place Monday through Friday 8 AM to 4:30 PM.

1.6 Craft Studio

- A. An instructor or staff member must always supervise the use of the Kilns.

1.7 Clay Studio

- A. Instructors are responsible for the safe operation of all studio equipment.
- B. When an instructor or studio technician is not present, the Kiln room must remain locked.
- C. Eye wash station must be free of obstruction at all times.

1.8 Dance Studio

- A. No food or drink allowed, except bottled water
- B. No street shoes, high heels, tables, chairs, ladders, etc. on floor without a covering.

1.9 Scene Shop and Set Construction Guidelines

- A. The Facility User's Technical Director must always supervise equipment use.
- B. Children under 18 must always be supervised while using equipment.
- C. MSDS Sheets and tool manuals must be readily available and visible at all times.
- D. All equipment must be unplugged and put to the OFF position when closing up for the night.
- E. Volatile materials like paint thinner need to be housed in fire safe containers when not being used.
- F. Nothing may be stored on striped safety areas on the floor.
- G. Use The Facility User must provide proper training on power tool use for anyone using power tools. In addition, the Facility User must train volunteers and staff on the use protective supplies and safety equipment.
- H. The Facility User is responsible to provide a First Aid kit in the Scene Shop, which must be available and visible at all times.
- I. Scene Shop must be kept clean and a dust collection system utilized during work to prevent damage to facility electrical equipment in that space.
- J. The Facility User must provide the following safety protection supplies: eyeglasses face shields, ear protection, hard hats, breathing protection, dust masks, gloves, or other safety equipment needed for tool use.

1.10 Catering Kitchen

- A. Counter tops must be free and clear, sink empty and clean, and room free of food debris.
- B. Storage of food and beverages must be pre-approved by the City and all food and beverages must be removed at the end of the scheduled reservation.
- C. All posted guidelines must be followed.
- D. Any items left in the kitchen following an event may be removed and discarded.

1.11 Outdoor Amphitheater

- A. All litter must be picked up and put in the appropriate receptacle when reservation time is over.
- B. All tables and chairs must be put away when reservation time is over.
- C. User is responsible for tent, noise and other permits as required by City Ordinance.
- D. Due to buried utility lines, stakes are not allowed anywhere in the City Plaza grounds.