

# Facility Policies & Regulations

1. A facility use application must be completed 1 business day in advance, unless it is a special event, whereby a Special Event Permit application is required a minimum of 15 business days prior to the event. Reservations can only be processed one year prior to event.

2. The City of Whitefish discourages consecutive group functions & events.

3. Please see city ordinances for regulations regarding amplified sound, tents, signs, or posters in city parks. Information may be requested from the Parks & Recreation office at (406) 863 2470. Nothing is to be staked into park grounds without written approval from the Director of Parks & Recreation.

4. In case of an emergency, you can contact staff at (406) 863 2470, and after hours at (406) 260-7819.

WiFi password: CoW5091#

5. Facility rental cancelations are non-refundable. Reservations can be exchanged for an alternate date.

6. It is the responsibility of the applicant to pay for all costs of damages that may occur during their function.

If the Parks & Recreation staff is required to clean the facility after your event, the cost will be \$25.00 per hour for maintenance. If there is a cleanliness issue or noticeable damage prior to your event, please report it to the Parks & Recreation office at (406) 863-2470. Brooms and mops are in the closet by the gym entrance.

You must take any garbage that does not fit in the trash cans. Facilities **MUST** be cleaned before you leave.

7. Keys must be returned the following business day. The applicant will be billed if keys are not returned.

8. Only persons 18 years of age and older may rent public facilities. To complete the application process, park staff may verify the age of applicant via visual inspection of a photo ID or obtain a copy of photo ID.

9. All facilities close at 11 pm.

