

Cascade Memorial Hall Gymnasium  
Rules & Regulations – Revised September 2016

The Cascade City Council makes the Cascade Memorial Hall Gymnasium available to area groups and organizations for uses under the following terms and conditions:

1. Gym Use & Hours Available: The Cascade Memorial Hall Gym has been set up and improved for basketball and volleyball activities only. All other uses must be approved by the Cascade Park Board, which meets the first Monday of each month at 5:00 p.m. Contact the City Clerk at 852-3114 to be placed on the Park Board agenda for a special use to be considered. The Gym may be used between the hours of 6:00 AM to 11:00 PM.
2. Adult Supervision: All persons under 18 years of age are required to be supervised by an adult at all times. Adults supervising preschoolers shall not exceed a maximum of six preschoolers to one adult. Horseplay will not be tolerated at any time, especially in the restrooms and the lobby area such as bouncing basketballs, tossing pop bottles, playing with the water fountain, etc. The person checking out the gym key is responsible for supervision (and any damages.)
3. Keys: Members or coaches of the Youth League or other organizations will be issued a key once the **Key Refundable Deposit of \$300.00** has been received and form received. Every member or coach that is given a key must complete and return this form so City Hall can track who has keys. **Key Refundable Deposit for Individuals will be \$150.00.** The key deposit will be forfeited if a key is lost or not returned. As a key holder, it is your responsibility to keep the gym, restroom and lobby facilities clean and no damage occurs.
4. Reservation of the Gym: The gym is reserved on a first-come, first serve basis. Reservations must be made in person at the City Clerk's office by marking the date and time on the gym calendar. Cascade High School practices may not be written on the calendar but a schedule shall be available for review at the Clerk's office upon receipt from the Cascade High School.
5. Payment: Use of the gym is free for Cascade groups, organizations, and non-revenue generating events. For all other uses the gym rental fee is \$20.00 per hour payable to the City of Cascade. Payment must be made prior to gym use and issuance of a gym key.
6. Dry Mop the Gym Floor: After each practice, game or event, the gym floor shall be dry mopped. Dust, sand, etc. shall be swept and disposed of in the garbage can. It is each coach, key holder or adult supervisor's responsibility to assist in keeping the floor clean.
7. Check Facility: Gym, bathrooms and lobby must be inspected for trash, debris, spills, messes etc upon entering & exiting. All trash and debris must be picked up prior to exiting the building and all spills or messes must be cleaned up. A mop and other supplies are available in the closet located across from the restrooms (the key issued opens this closet).
8. Lock-up: All lights must be turned off and all doors shut and locked. The gym, lobby, and restrooms shall be left in a clean condition.

9. Tobacco, Alcohol & Chewing Gum Prohibited: The use of alcohol, tobacco and chewing gum is strictly prohibited anywhere in the City Hall building and on the Memorial Hall Building grounds.
  
10. Concessions: Sale of food and beverages for tournaments is permitted with prior approval and only in the lobby area. Food and beverages are not allowed in the gym. Clean up of trash and debris in and around the facility is the responsibility of the person issued the key for the event.
  
11. Accidents and Injuries: All persons using the gym and facilities do so at their own risk. This includes all spectators of events. The City of Cascade is not responsible for injuries or accidents of any manner.
  
12. Banned: The City of Cascade reserves the right to ban any individual, group or organization that fails to abide by these rules and regulations.
  
13. Damages: If damages exceed the key deposit, the organization and/or responsible person will be held liable for the additional cost. They will be banned from use of the gym until the additional cost of the damages is settled. Future policing is guaranteed.

Approximate date key will be returned: \_\_\_\_\_

\_\_\_\_\_  
Key Holder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Group or Organization

PLEASE PRINT:

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Email address \_\_\_\_\_

FOR OFFICE USE ONLY:

Key Issued: \_\_\_\_\_

Date Returned: \_\_\_\_\_

Date Deposit Returned: \_\_\_\_\_

Check #: \_\_\_\_\_