

Facility Use Policy

The City of Sterling provides a variety of gathering places for public use. From meeting rooms at City facilities to pavilions at local parks, reservations can be made to host any size of gathering. Amenities vary by location as do fees for use. Fees are reviewed and adopted on a yearly basis by the City Council of Sterling. Refunds will be issued when 24 hour cancellation notice is given. A permit for use must be obtained from the Director of Parks, Library and Recreation per City Code. (Sec. 13 Article II) In reviewing permit applications and in issuing or denying a permit, the Director shall base a determination on City Code. (Sec. 13-25)

City events and activities take precedent over public use and rentals. All other reservations are on a first come first serve basis. Reservations may be made for open hours of facility. After hours events can be accommodated; however, additional fees may be charged.

Permission to use meeting space does not constitute an endorsement by the City of Sterling of the group's policies or beliefs. No advertisement or announcement implying such endorsement will be permitted. The Parks, Library and Recreation Department of the City of Sterling may co-sponsor programs of an educational nature. Excluded from co-sponsorship are groups whose primary purpose is religious, partisan politics or for-profit businesses. All co-sponsored programs must be open to the public.

The City reserves the right to cancel or refuse use at any time. City staff has the right to enter any reserved space at any time and for any purpose and further reserves the right, although does not assume a duty, to eject any objectionable person or persons from City property. Use of the premises may be terminated at any time if the conduct of the group, or any member of the group, is disruptive, abusive or dangerous to the building, furnishings and materials or other individuals using the facility.

City staff is not responsible for setting up furniture that may be provided for the group using a City facility.

Youth groups (members under 21 years of age) using/reserving City Facilities shall have an adult sponsor (over 21 years of age) present at all times.

All publicity for events must include the name and contact information for the organization hosting the event. City staff will not answer questions about private events.

Smoking is not permitted within any City facility or within 25 feet of any entryway.

The City of Sterling assumes no responsibility or liability for injury, loss or damage to persons or property resulting from the use of City facilities under these guidelines.

All groups and persons using facilities shall abide by all City Ordinances and the facility Rules and Regulations.

Library

The Sterling Public Library adheres to the Library Bill of Rights (below).

Library facilities are not available for use on City Holidays.

Not for Profit use of the Library meeting room is free except for after hours use. If reservation is made for a time when the library is closed, an afterhour's fee shall apply. Reservation of the Library meeting room does not include use of the kitchen. An additional fee will be charged for the use of the kitchen.

All others must pay approved fee for use. The meeting space may be used by commercial entities for informational purposes only. No selling of products shall be allowed.

Meetings during Library hours must be open to the public.

Private parties are not permitted.

An application for use must be completed and approved before the meeting is confirmed. Only three meetings may be reserved on the calendar at any given time.

No alcoholic beverages may be served or consumed on the Library premises.

A refundable deposit of \$50.00 must be provided at the time of application by any group reserving space. The Library will retain the deposit for cleaning, repairs or replacements due to damage or unclean conditions. Damages and/or cleaning in excess of \$50.00 will be billed to the organization by the City of Sterling.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Overland Trail Museum

All facility use is subject to staff availability.

Museum facilities are not available for use on City Holidays.

Reservations for use will be issued in 4 hour increments.

Museum facility agreement only includes the use of the specified area and does not include full museum access. Individual admissions may be purchased if full museum access is desired.

Reservation of the High Plains Educational Center meeting room does not include use of the kitchen. An additional fee will be charged for the use of the kitchen.

An application for use must be completed and approved before the meeting is confirmed. Meetings may be scheduled 3 months in advance. Only three meetings may be reserved on the calendar at any given time.

A refundable deposit of \$50.00 must be provided at the time of application by any group reserving space. The Museum will retain the deposit for cleaning, repairs or replacements due to damage or unclean conditions. Damages and/or cleaning in excess of \$50.00 will be billed to the organization by the City of Sterling.

Sterling Recreation Center

An application for use must be completed and approved before the meeting is confirmed. Meetings may be scheduled 3 months in advance.

A refundable deposit of \$25.00 must be provided at the time of application by any group reserving space. The Recreation Center will retain the deposit for cleaning, repairs or replacements due to damage or unclean conditions. Damages and/or cleaning in excess of \$50.00 will be billed to the organization by the City of Sterling.

Fees vary depending on spaces requested for use and length of use.

All facility use is subject to staff availability.

Recreation Center facilities are not available for use on City Holidays.

Recreation Center facilities may be closed due to weather, repairs, or other circumstances beyond our control in which case reservations will not be available.

Parks and Recreation Areas

PARK HOURS are 4:30 A.M. – 11:00 P.M.

Park Pavilions may be scheduled for two time slots, 8:00 am- 3:00 pm and/or 5:00 pm-11:00 pm.

Groups and persons using park and recreational facilities shall dispose of all litter properly, and leave areas in the manner which they found them.

Adopted: March 13, 2012