

CITY OF IRONWOOD

MEMORIAL BUILDING GYMNASIUM RESERVATION POLICY & USE AGREEMENT

1. Purpose

This policy establishes the rules, procedures, and responsibilities for reserving and using the Memorial Building Gymnasium to ensure safe, fair, and orderly access.

2. General Use & Availability

The Memorial Building Gymnasium is available for public use during designated open hours and may be reserved for after-hours or weekend use, subject to availability.

Open Gym Hours: Monday–Friday, 8:00 a.m. – 3:45 p.m. (excluding holidays)

Reservations are coordinated through the City Clerk's Office during normal business hours (Monday–Friday, 7:30 a.m. – 4:00 p.m.)

Authorized Reservation Hours:

After Hours: 3:30 p.m. – 8:00 p.m. (Monday–Friday)

Weekends: 8:00 a.m. – 8:00 p.m. (unless otherwise approved)

No weekend use when the Auditorium is reserved for private events.

3. Reservations and Eligibility

- Reservations must be made in person by an individual age 18 or older with valid identification and valid credit card.
- Reservations are available to individuals, businesses, schools, and organizations.
- Reservations are non-transferable and may not be assigned to another person.
- A responsible individual must be designated to oversee the facility and ensure compliance with this policy.
- The City reserves the right to cancel or reschedule reservations.

4. Access Code Issuance and Security

Approved users will be issued a unique 4 digit building access code.

Access codes are assigned to a specific individual and are strictly non-transferable. Sharing an access code or allowing unauthorized individuals entry is strictly prohibited.

If an access code is shared or misused:

Access will be immediately revoked, and future reservations may be denied.

Access Code Window:

Access codes will only function 30 minutes prior to the scheduled reservation and up to one hour after the reserved time.

The during afterhours/weekend use assigned user is responsible for:

- Securing the building during and after use.
- Ensuring all doors are closed and locked upon entrance and exit.
- User is required to check that ramp doors are closed and locked before leaving.
- Doors shall not be propped open or left unsecured at any time.

5. Security Deposit

A \$50.00 refundable damage and maintenance deposit is required for all after-hours and weekend reservations.

- If using a credit card, a valid copy of a credit card in the name of reservation holder is required to be on file.
- Check or Cash Deposits will be returned within approximately 10 days following inspection confirming:
 - No damage occurred
 - Cleaning requirements were met
 - The reserving individual is responsible for all damages caused during their reservation, including by guests.

6. General Rules and Responsibilities

The reserving individual/organization shall:

- Provide competent adult supervision at all times
- Use only the gymnasium and designated gym restroom
- Leave the facility in equal or better condition than found
- Remove all trash and debris
- Dry Mop the gym floor after each use
- Turn off all lights (gym and locker rooms)
- Ensure all participants follow posted rules

Facility Rules:

No street shoes on gym floor (carry-in athletic shoes only).

No food or beverages on gym floor.

Do not prop open exterior doors.

Children must not be left alone at any time.

Facility maintenance needs and City projects supersede gym reservations.

7. Damage and Liability

The user is responsible for all damage to the building and equipment.

Use of the facility is at the user's own risk.

The City is not responsible for lost or stolen property.

8. Indemnification & Hold Harmless

The user agrees to indemnify and hold harmless the City of Ironwood, its officials, employees, and agents from any and all claims arising from use of the facility, including reasonable attorney fees and associated costs.

9. Violations and Enforcement

Failure to comply with this policy may result in:

- Immediate termination of use and access
- Forfeiture of deposit
- Denial of future reservations

10. Cancellation Policy

The City reserves the right to cancel or reschedule reservations as needed.

CITY KEEPS THIS PAGE:**11. Agreement and Acknowledgment**

Organization/Group: _____
Responsible Individual: _____
Address: _____
Phone: _____ Email: _____
Driver's License #: _____
Reservation Date(s): From _____ To _____
Days/Times: _____

Deposit Information

Amount: \$50.00

Payment Method: ☐ Cash ☐ Check ☐ Credit Card (on file)

Access Code Assignment

Access Code Issued: _____

By accepting this code, the user agrees:

Not to share the code

To secure the facility after use

To be responsible for all individuals granted access

To NOT prop any doors open while using facilities

Ensure all exterior doors are secured before leaving

Signatures

I have read and agree to comply with this policy.

Printed Name: _____

Signature: _____ Date: _____

City Representative: _____

Signature: _____ Date: _____

Post-Use Inspection

Inspection Date: _____

Condition Approved: ☐ Yes ☐ No

Notes: _____

Deposit Returned: ☐ Yes ☐ No Date: _____

City Staff Signature: _____