



CITY OF LECLAIRE, IOWA

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LECLAIRE RIVERFRONT PAVILION SHELTER USE GUIDELINES AND CRITERIA

(Resolution #05-247 November 21, 2005)

1. There will be a \$25.00 refundable damage and clean-up deposit for any person or group (including residents) who wish to reserve the pavilion in advance. The deposit shall be remitted to the City Clerk's office at least fourteen (14) days prior to the scheduled reservation date. Except as otherwise provided for herein, this deposit may be returned after a post-use inspection of the pavilion is completed by a representative of the Levee Board and if the pavilion is left in as good condition as it was when the person or group began its scheduled use.
2. In addition to the damage and clean-up deposit mentioned above, there will be a non-refundable \$10.00 use fee for those non-residents who wish to use the pavilion. (There is no use fee charge for residents of LeClaire). The use fee shall be remitted to the City Clerk's office. (The proceeds from these fees will be deposited into the Levee Board's account and will be used for future pavilion improvements).
3. In addition to the damage and clean-up deposit mentioned in #1 above, there will be a non-refundable \$25.00/day use fee for the use of the pavilion and another non-refundable \$25.00/day use fee for the use of the "kitchen area" by commercial "for-profit" entities and/or fund raising activities. The Levee Board reserves the right to limit and/or prohibit the use of this facility by commercial "for-profit" entities and/or for fund raising activities. **"There will be a \$25.00 per day fee for the use of the pavilion "kitchen" area for all non-exempt users. (See "A" below)."**
Res. #05-247: November 21, 2005.
4. Reservations for the use of the pavilion may be made up to one (1) year in advance of the scheduled use date by contacting the Levee Board Chair-Person(s). The pavilion will be reserved on a "first-come, first-served basis" and reservations will become effective when the appropriate use fees and/or deposits are remitted to the City Clerk's office. If more than one party is interested in reserving the pavilion for the same time, the Levee Board shall decide on the final scheduling and use.
5. The use of the utilities connected to and associated with the reservation of the pavilion is limited solely to the person or group reserving the pavilion.
6. The above-stated provisions notwithstanding, the Levee Board is authorized to waive any or all fees upon review and consideration.

Amendment Resolution #04-16 February 2, 2004

A. City non-profit groups using the pavilion

There will be no damage deposit or fee charged for city/community non-profit groups using the pavilion. This includes any city/community group or entity headquartered in LeClaire. Note: You will still be required to fill out the reservation agreement at City Hall prior to your use. You will need to pick up the key from City Hall 1-2 days before using the pavilion. (Res. #05-247: November 21, 2005.)

B. Groups/individuals using the pavilion for profit or fundraising (excluding benefit fundraisers)

The \$25 refundable deposit will continue to be charged for any groups/individuals using the pavilion for profit or fundraising. You will also be charged a non-refundable \$25.00 use fee. There will also be an additional \$10.00 use fee for non-residents of LeClaire.

Please pick up a reservation agreement and key at City Hall prior to your use.

C. Groups/individuals using the pavilion for a fundraiser (benefit only)

There will be a \$25.00 refundable deposit for any groups wishing to use the pavilion for a fundraiser (benefit). However, there will be no use fee charged to these groups with the understanding that all of their proceeds would go to their “cause” or “benefit”.

Please pick up a reservation agreement and key at City Hall prior to your use.