

Introduction

These scheduling guidelines are intended to assist the user when making facility reservations while keeping in mind the park is a place for the entire community to enjoy.

WHITNEY BENEFITS IS A PRIVATE NON-PROFIT CORPORATION AND RESERVES THE EXCLUSIVE RIGHT TO EXCLUDE OR DENY ANY REQUEST, AS THEY DEEM NECESSARY. WHITNEY MAY DEVIATE FROM THESE GUIDELINES AS DETERMINED NECESSARY AND APPROPRIATE.

Whitney Benefits utilizes a Whitney Commons Community Council (here after referred to as WCCC) to make booking decisions for Whitney Commons. Booking decisions are not made directly by the Whitney Benefits Board of Directors.

It is the intent of WCCC and the respective community to see that the facilities are used to their full potential while maintaining a safe, quality environment.

WHITNEY COMMONS FACILITIES ARE NOT INTENDED TO BE UTILIZED FOR COMMERCIAL GAIN, BUT RATHER TO PROVIDE A PLACE FOR QUALITY COMMUNITY GATHERINGS.

To assure proper scheduling, it is necessary that all requests and/or changes be submitted in writing on the proper Whitney Commons forms.

Booking Procedures

Events will be booked on a first come first served basis. Reservation requests must be received at least 30 days before the event. Events may be booked by calling Whitney Benefits at 674-7303 Monday-Friday 8:00AM-4:00PM.

Events may be held at Whitney Commons from 8:00AM-8:00PM any day of the week from May 1st thru October 15th. Seasonal events will be booked on a case-by-case basis. Whitney Commons will only be available for event booking two Fridays and two Saturdays a month. To avoid confusion, only one event may be scheduled per day. Under no circumstance shall two (2) major events be scheduled within the same weekend.

RESERVATION REQUEST FORM

To start the process of reserving space for an event, a person or organization must complete a Whitney Commons Reservation Request form and return it to the Whitney office. The following items must accompany the Reservation Request form and need to be completed before the reservation will be secured.

ACKNOWLEDGEMENT OF RECEIPT

All users are required to sign and return an "Acknowledgement of Receipt" form (attached to these guidelines). Reservation requests will not be processed until the "Acknowledgement of Receipt" document is signed and on file.

INSURANCE

Any request for use of Whitney Commons will require a \$1 million per occurrence liability policy with Whitney Benefits listed as "additionally insured." This insurance policy is required before a reservation will be considered.

DEPOSIT

Users are required to pay a \$300.00 security deposit at the time of submitting the reservation request. If the event includes food vendors or catering, the security deposit will be \$500.00. Security deposit checks will be cashed on the date of receipt. Checks returned due to insufficient funds will invalidate the reservation

PLANNING MEETING

After all the items above have been received by the Whitney office, an appointment with park personnel will need to be scheduled to determine if WCCC can accommodate the needs of the event.

CONFIRMATION OF RESERVATION

At this appointment, if the event is approved, a Confirmation of Reservation will be issued to the user. This confirmation secures the reservation at Whitney Commons.

USER FEES

User fees are due no later than 30 days before the event. Please refer to the Guidelines and Fees section on page 3.

CANCELLATIONS

Any changes and/or cancellations requested after the Confirmation of Reservation has been issued must be submitted in writing ten (10) business days in advance of the change. Any adjustment to the day, time, or the location will be considered a change and may require a \$25.00 administration fee.

REFUNDS

WCCC reserves the right to cancel an event for any practical reason. Whitney Commons staff will make the ultimate decision and the user will be notified as soon as possible if a cancellation is necessary. If the reservation must be cancelled by WCCC, all fees and deposits will be returned to the user.

Any cancellations received ten (10) days or less before the event takes place will result in loss of deposit and/or user fees.

Guidelines & Fees

These guidelines are put in place in order to preserve the park and prevent damage. Events may be booked for a maximum of eight-hours per day.

If an event is open to the public, WCCC will consider making an exception to the maximum number of attendees. **If the event is corporate, commercial or closed to the public these guidelines must be followed.** WCCC will review special circumstances on a case-by-case basis.

SET-UP

Setup will be allowed no more than two hours before the event, unless additional time is approved by WCCC. To avoid damage to the park and or the sprinkler system, **park personnel must approve set up.** You must supply your own chairs, tables, arches, podiums, and other furnishings and equipment, as approved by WCCC.

CLEAN-UP

Whitney Commons is located in a residential area; therefore, all clean up must be completed within two hours of event completion, and no later than 8:00 PM, unless WCCC approves additional time. Each event user is responsible for cleanup of all areas used. Failure to thoroughly clean any area reserved will result in loss of deposit. Please refer to the clean-up checklist.

JEOPARDIZING USE

User may be denied future use of Whitney Commons if the user has damaged or has been irresponsible in the use of Whitney Commons. Example: Trash and debris are left at the facility; park rules and regulations have been ignored or violated; the park was damaged in any way.

User will be responsible to pay any damages or clean up to the park.

ALCOHOL

USE OF ALCOHOL IS STRICTLY PROHIBITED ANYWHERE IN WHITNEY COMMONS. THERE WILL NOT BE ANY EXCEPTIONS TO THIS POLICY.

CONFETTI/RICE

Confetti, birdseed and glitter are **NOT ALLOWED** in the park. Bubbles are a welcome alternative.

HORSES

Horse drawn carriages or horses may drop you off or pick you up at the park, however, horses and other livestock are not allowed inside the park. Guests may be dropped off at either the Alger Avenue entrance or the Jefferson Street entrance. Horses are not allowed in the Senior Center parking lot. Please note: Park user must clean up any "droppings" within a one-hour period.

ADVERTISING

Purpose:

Generally, parks should be places where people can go to find a little respite from the commercialized world. These Advertising Guidelines are intended to limit the amount of advertising at Whitney Commons and to identify where, and under what conditions advertising may be allowed.

Advertisements that are obscene, contain alcohol or tobacco products, or are sexually oriented will not be allowed at Whitney Commons.

NO PERMANENT ADVERTISING IS ALLOWED.

TEMPORARY ADVERTISING

Temporary advertising may be allowed for approved events taking place in the park. Examples of events include celebrations, arts festivals and musical events.

Banners-Banners may be used, however, they cannot be larger than a total of 32 square feet.

Inflatables-Small inflatables may be used in the park. No Inflatables larger than three (3) feet will be allowed.

Signs and Other Displays- WCCC must approve the location and hanging of all signs. Signs can't be larger than a total of 32 square feet. To announce the location of the event, user may borrow special boards from Whitney Commons to display the signs. Please inquire with park personnel to request the use of these boards.

WCCC must approve any other type of display.

ADVERTISING GUIDELINES

- Event advertising must be placed within or directly adjacent to the physical confines of the event, as approved by WCCC.
- Event advertising should be limited to the event sponsor and to those authorized by the event sponsor.
- Event advertising should be removed from the park immediately after the event concludes. If the event lasts for more than one day, the advertising does not need to be removed and reinstalled each day.
- Advertising on brochures, schedules, souvenirs, T-shirts and other forms of portable advertising should be limited to those provided by the event sponsor or those authorized by the event sponsor. The distribution of such portable ads should be limited to event participation. Clean up of brochures and other advertisements are the responsibility of the event user.

OUTDOOR VENDORS

All applicable guidelines and ordinances must be observed by outdoor vendors including the following:

- Selling or offering to sell any item for commercial gain without a permit is prohibited.
- Solicitation by vendors in Whitney Commons without a license is prohibited.
- Utilization of Whitney Commons to conduct a service for commercial gain without a permit is illegal.

Private commercial vending at Whitney Commons interferes with the use of the park and is not what the community expects or desires when they enter a park or visit an outdoor facility. Consequently, WCCC will authorize sales by event directors only when the following criteria are met:

- The merchandise being sold is directly related to the activity or event.
- The merchandise being sold has prior approval from WCCC and is only at locations authorized by WCCC.

FOOD VENDORS/ CATERING:

To prevent damage to the park and unnecessary clean up, all food vendors/caterers will be required to set up in a specific area. WCCC will decide where and how many food vendors will be allowed for an event. WCCC will inform user of areas approved for food vendor parking and setup.

Anyone serving food at Whitney Commons must provide proof of permit issued by the State of Wyoming Health Department.

Other rules and regulations will apply to food vendors. Please speak with Whitney staff for additional limitations and requirements for food service at the park.

PRIVACY

WCCC will reserve the area requested for your event. **However, because Whitney Commons is a place for the whole community to utilize, the main walkways through the park will remain open to the public.** Please be prepared to have your wedding or event observed by others enjoying the park.

Whitney staff and Whitney agents reserve the exclusive right to enter any area of Whitney Commons at anytime.

RELEASE OF USER

IF YOU ENTER WHITNEY COMMONS, YOU AGREE THAT, TO A MAXIMUM EXTENT PERMITTED BY LAW, YOU WILL USE WHITNEY COMMONS AT YOUR OWN RISK AND THAT WHITNEY BENEFITS, ITS AGENTS AND EMPLOYEES ARE NOT RESPONSIBLE FOR ACCIDENTS OR FOR INJURIES SUSTAINED BY PERSONS USING WHITNEY COMMONS, OR FOR THEFT, LOSS OF OR DAMAGE TO PROPERTY WHICH MAY OCCUR ON WHITNEY COMMONS. IF YOU USE WHITNEY COMMONS, YOU MUST COMPLY WITH ALL POSTED RULES. ALL CHILDREN USING WHITNEY COMMONS MUST BE SUPERVISED BY AN ADULT AT ALL TIMES.

FEES

REFLECTIVE GARDEN

Fee: \$350.00

Maximum Number of Attendees: 50

AMPHITHEATRE/STAGE

Fee: \$450.00

If you would like to add the fountain or plaza area to your reservation there will be an additional \$100.00 charge.

Maximum Number of Attendees: 200

PLAZA AREA

Fee: \$450.00

Maximum Number of Attendees: 200

If you would like to add the fountain or amphitheatre/stage to your reservation there will be an additional \$100.00 charge.

AMPHITHEATRE/STAGE, PLAZA AREA AND WATER FEATURE

Fee: \$600.00

Maximum Number of Attendees: 250

EAST PARK

The east park may include any area on the east side of the park, but does not include the private use of the plaza area, amphitheatre, or fountain.

Fee: \$250.00

Maximum Number of Attendees: 200

WEST PARK

Fee: \$250.00

Maximum Number of Attendees: 200

RECEPTION AREA

The reception area may be used to sell tickets, hand out brochures, or other activities approved by WCCC. This area contains a sink, electrical outlets, counter space and a roll up window.

This area is used for daily park operations. Please be aware that WCCC staff reserves the right to enter all areas at anytime.

Fee: \$150.00

DEPOSITS

DEPOSIT

Users are required to pay a \$300.00 security deposit at the time of submitting the reservation request. If the event includes food vendors or catering, the security deposit will be \$500.00. Security deposit checks will be cashed on the date of receipt. Checks returned due to insufficient funds will invalidate the reservation.

Phone Numbers/Contacts

Please direct any questions or concerns on any of the above guidelines, procedures, or fees to one of the following.

<i>Park Information</i>	<i>(307) 675-1100</i>
<i>Whitney Benefits Office</i>	<i>(307) 674-7303</i>
<i>Whitney Commons Maintenance</i>	<i>(307) 675-1111</i>

**Whitney Benefits: 245 Broadway
P.O. Box 5085
Sheridan, WY 82801
Phone: (307) 674-7303
Fax: (307) 674-4335
Email: coordinator@whitneybenefits.org**










These policies and procedures are put in place to prevent any misunderstandings and to ensure all parties involved are aware of what is permitted and what is prohibited. WCCC wishes you the best of luck with your event!

Whitney Commons

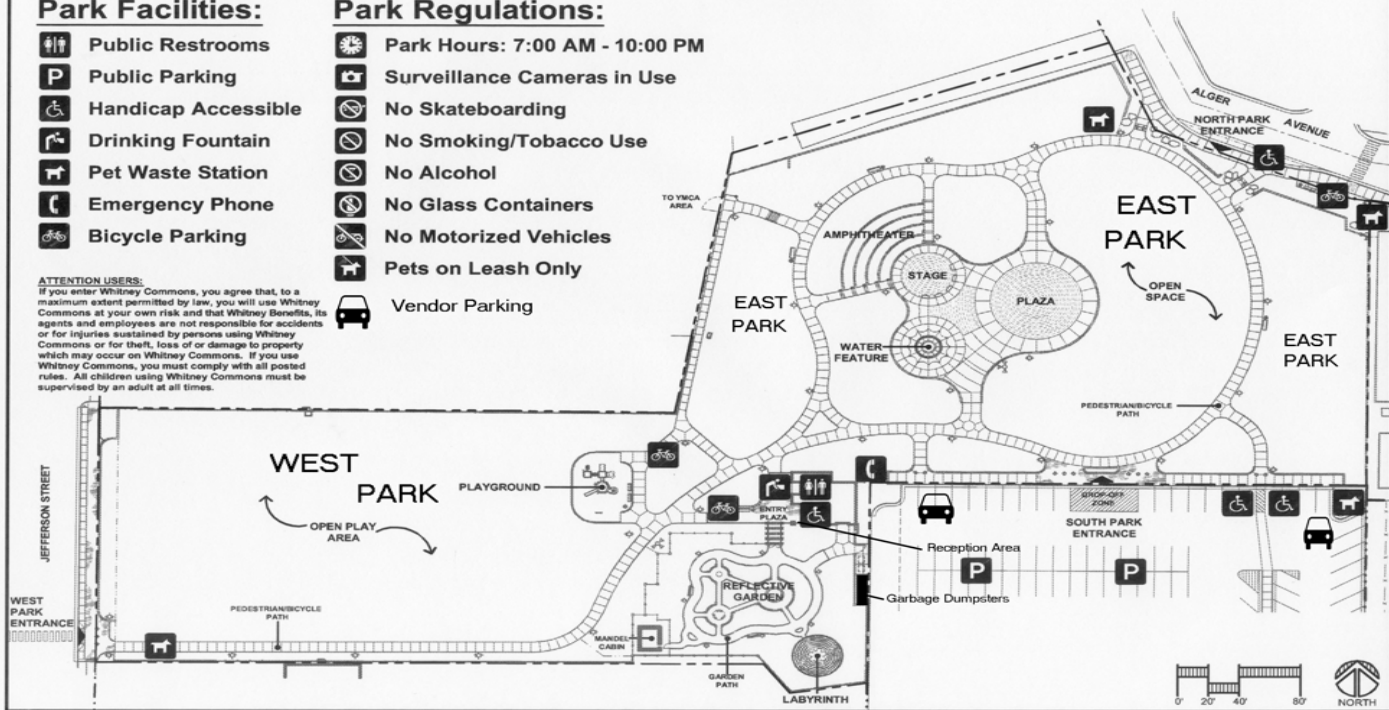
Park Facilities:

-  Public Restrooms
-  Public Parking
-  Handicap Accessible
-  Drinking Fountain
-  Pet Waste Station
-  Emergency Phone
-  Bicycle Parking

Park Regulations:

-  Park Hours: 7:00 AM - 10:00 PM
-  Surveillance Cameras in Use
-  No Skateboarding
-  No Smoking/Tobacco Use
-  No Alcohol
-  No Glass Containers
-  No Motorized Vehicles
-  Pets on Leash Only
-  Vendor Parking

ATTENTION USERS:
 If you enter Whitney Commons, you agree that, to a maximum extent permitted by law, you will use Whitney Commons at your own risk and that Whitney Benefits, its agents and employees are not responsible for accidents or for injuries sustained by persons using Whitney Commons or for theft, loss of or damage to property which may occur on Whitney Commons. If you use Whitney Commons, you must comply with all posted rules. All children using Whitney Commons must be supervised by an adult at all times.



WHITNEY COMMONS RESERVATION REQUEST FORM

PHONE: (307) 674-7303 FAX: (307) 674-4335

320 West Alger
P.O Box 5085
Sheridan, WY 82801

Today's Date: _____

Name of Person/Organization Responsible for Event:

Day Phone: _____ Evening Phone: _____

Postal Address: _____ City: _____ State: _____

Email Address: _____

PLEASE NOTE: WHITNEY COMMONS IS AVAILABLE FROM 8AM-8PM ANY DAY OF THE WEEK. TWO EVENTS WILL NOT BE SCHEDULED ON THE SAME DAY. ONLY TWO SATURDAYS AND TWO SUNDAYS A MONTH MAY BE BOOKED. IN ADDITION, TWO MAJOR EVENTS WILL NOT BE SCHEDULED BACK TO BACK.

Date of Reservation Requested: _____

Alternate Date: _____

Event Start Time: _____ am/pm

Event End Time: _____ am/pm

Event Title and Purpose:

Is this event open to the public? Yes _____ No _____

Number of People Expected at Event: _____

Will there be food? Yes _____ No _____ If Yes, describe type (snacks, lunch, BBQ, etc) _____

Will the event include outside food providers/caterers? Yes _____ No _____

If Yes, who will be providing the food service?

Please be aware that if there is food being served at your event, each food provider must provide Whitney with proof of permit from the State of Wyoming Health Department.

Will there be music and/or entertainment at the event? Yes ____ No ____

If so, what type of entertainment? _____

Do you need access to electrical outlets? Yes ____ How many _____ No ____

LOCATION REQUESTED (please check):

Please see attached map for park locations. Please see procedure manual for prices.

Reflective Garden ____ West Park ____

Amphitheatre/Stage ____ East Park (doesn't include fountain or
amphitheatre/stage) ____

Plaza Area ____ Reception Area ____

Other ____
(Please describe area)

EQUIPMENT AND PROPS

What equipment is required for your event? (Example: chairs, tables, podiums, awnings, etc) Please describe what and how many.

(Whitney doesn't provide any equipment, but must approve anything brought into the park)

ADVERTISING

Will you be advertising your event in the park? Please mark below what you will be using to advertise your event.

Flyers ____ Banners ____ Posters ____

Other _____

Is there any other information you can provide to better accommodate the event?

Whitney Commons **Reservation Checklist**

The following items must be completed before your reservation will be secured.

- _____ Complete a Reservation Request Form and return it to Whitney Benefits.
- _____ Sign and Return Acknowledgment of Receipt Document.
- _____ Provide Proof of Insurance.
- _____ \$300.00 Deposit.
- _____ Schedule a Planning Meeting with Whitney Staff.

If your event has food service/ catering please provide the following.

- _____ Additional \$200.00 Deposit (Total deposit= \$500.00).
- _____ Proof of food permit from the State of Wyoming.

After all the above items are approved through the Whitney office you will receive a Confirmation of Reservation Form, guaranteeing your reservation at Whitney Commons.

Ten (10) days before the event the following must be received.

- _____ All User Fees Due to Whitney Benefits.

Please refer to Booking Procedure Manual for rules, regulations and other booking procedures.

Whitney Commons Clean-up Checklist

Unless otherwise authorized, there is a maximum of two hours to clean up after the event has concluded. In addition, clean up must be completed no later than 8:00PM.

***Please clean the area thoroughly! You will be charged for any additional clean up.**

1. **Properly dispose of all garbage. If you have a large amount of garbage, please use the dumpsters located behind the restroom building in the Senior Center parking lot. (If these dumpsters are full, please contact park personnel).**
2. **Remove all personal items brought into the park. Whitney is not responsible for items left unattended at the park.**
3. **Clean up any spills from food or beverages.**
4. **Pick up all flyers, banners, posters and other material used.**

THANK YOU!

Whitney Commons

Located at 320 West Alger Street

Acknowledgement of Receipt

I have received a copy of the “Whitney Commons General Guidelines, Procedures & Fees” document.

I have read and understand the contents of this document.

Whitney Commons Community Council reserves the right to amend or revise said document and will notify recipients prior to any effective amendments or revisions.

Name (print): _____

Signature: _____

Date: _____

Organization: _____

Authorized Whitney Signature: _____

Title: _____ **Date:** _____

This receipt must be signed and filed with Whitney Benefits.