

RESOLUTION 13-04

A RESOLUTION TO AMEND USAGE POLICY COVERING LAKEVIEW CITY PARK AND/OR CIVIC CENTER

WHEREAS, the City of Lakeview maintains a City Park and Civic Center for the use and enjoyment of residents, and

WHEREAS, a policy covering the usage of said facilities was initially adopted under Resolution 10-03, and

WHEREAS, said policy needs to be expanded to cover such areas as cleaning and key assignment.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Lakeview, Baxter County, Arkansas as follows:

SECTION I - The policy as originally adopted under Resolution 10-03 is reaffirmed and shall be modified as follows:

SECTION II – Cleaning of Facilities

Any group, association or organization using the facilities are responsible to insure the facilities are clean after use.

A. Civic Center

1. All tables shall be wiped off, folded and stacked in two (2) columns of ten (10) each along the North wall of the Civic Center.
2. Folding chairs are to be folded and stored per the instruction located on the door of the storage closet.
3. Under no circumstances should the office chairs used by the Council be moved from the podium.
4. Spills should be wiped up immediately to the best of one's ability.
5. If needed, floors should be vacuumed. Vacuum cleaners are located in the janitor's closet located around the corner from the kitchen.

B. Kitchen

1. Any appliances, such as coffee pots, which are used should be cleaned and unplugged from the outlet.
2. Any utensils, i.e., cups, glasses, knives, pitchers, etc. shall be washed, dried and returned to proper storage.
3. Counters shall be wiped off and floors wiped up as may be required. Mops and pail are located in the janitor's closet.
4. Kitchen linens are available for use. If soiled, such linens should be taken by a representative of the group, association or organization, laundered and returned to City Hall as soon as time permits.

C. City Park

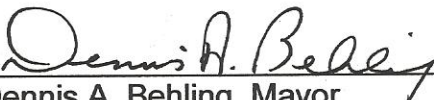
1. Pavilion should be cleaned to the best of one's abilities. Tables should be wiped off and floor hosed down if so warranted.
2. If grills are used, charcoal embers and/or ashes should be disposed of in receptacles provided.
3. Trash may be placed in barrels provided for this use. If trash can be taken with you from the park, our only response would be, Thank you!
4. If power circuits have been turned on, please insure that they are returned to the off position.

SECTION III - Civic Center Key Assignment

Any group, association or organization using the Civic Center facilities shall have one individual contact the Mayor's office requesting assignment of a key for access to the facilities as follows:

- A. If use is for a specific function, normally one day, a key will be issued to the individual making the reservation. Upon conclusion of the function the key may be returned via the Key Drop Box located outside the Mayor's office.
- B. If use is for an ongoing or repetitive function, one individual shall be assigned as the responsible party. This individual shall be required to sign for the key received and shall be allowed to retain said key.
- C. In all cases, the individual assigned a key shall be deemed the party responsible and shall:
 1. Confirm that facilities are clean.
 2. Ensure that items as noted on the facilities check list have been accomplished.
- D. If for any reason a key as assigned is misplaced, lost, or not returned for whatever reason, the individual, group, association or organization represented agree to pay for the rekeying of the facility by a qualified locksmith.

PASSED, ADOPTED AND APPROVED this 21st day of May, 2013 by the Lakeview City Council comprised of Ann Manley, Wade Robson, Chuck Birnes, Joe Gies, Bea Crites and Bill Svehla on motion by Ald. Manley seconded by Ald. Crites with a roll call vote of 6 Yeas and 0 Nays.



Dennis A. Behling, Mayor

ATTEST



Rebecca Barton, Recorder/Treasurer

**CHECK LIST FOR SECURING
LLOYD TRAVIS MUNICIPAL CENTER**

_____ If thermostat settings were changed, reset to vacant building setting as follows:

	<u>Winter (Heat)</u>	<u>Summer (A/C)</u>
Civic Center	65	77
City Hall	68	74

_____ If kitchen was used, insure all small electric appliances i.e. coffee pots, etc. are unplugged from outlet.

_____ Insure all lights are off including bathrooms.

_____ Insure no water running, i.e. stuck float on bathroom fixture or dripping faucets.

_____ Insure all exterior doors are locked.