



City of DuPont

Facility Use and Reservation Policies

User Guidelines and Information

City of DuPont Policies Relating to Reservation and Use of the Community Center and Civic Center

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Supplemental Facility Use Policies

Alcohol Use Policy & Requirements	http://dupontwa.gov/DocumentCenter/View/752
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General Policy Statement

The City's Community Center and Civic Center are available to reserve and use for public and private activities, events, and functions. Priority scheduling for use of facilities will be given to meetings, events and programs that are sponsored or co-sponsored by the City of DuPont.

This document establishes general policies and guidelines for the reservation and use of the Community Center facility, located at 303 Barksdale Avenue and Civic Center located at 1700 Civic Drive.

Definitions

“Applicant” refers to the individual completing and signing a City of DuPont facility, park, or sports field reservation application for use by themselves or by a group.

“Director” refers to the City Administrator, or designee.

“Facility or Facilities” refers to the City of DuPont Community Center building and related grounds, located at 303 Barksdale Avenue, DuPont, WA as well as the Civic Center located at 1700 Civic Drive, DuPont, WA.

“DuPont Resident” refers to any individual who resides within the City of DuPont municipal boundaries.

“Non-DuPont Resident or Non-Resident” refers to any individual who resides outside the City of DuPont municipal boundaries.

“DuPont Community Group” is any organization based in the City of DuPont whose major purpose is to provide support and service to the community, is open in membership to DuPont residents, has an adult DuPont resident as a board member, and the membership majority is based in the DuPont area.

“User” will include any group, organization or individual who uses space in City owned facilities.

“Religious Group” is any religious group or organization, recognized by the State of Washington as a 501 (c) (3), whose purpose is to teach or promote any specific religion.

“Non Profit Groups” refers to any group with non-profit status. For example religious institutions, service clubs, etc.

General Community Center and Civic Center Reservation/Use Policies

The Community Center and Civic Center provide available space for use for both public and private purposes. Available meeting areas of the facility may be reserved and/or designated for a scheduled use following approval of reservation application and payment of applicable fees and deposits.

- A. Based on the type of event, number of participants, and other conditions, a Special Event Permit may also be required. This separate permit will outline special conditions for use including any special liability insurance requirements, extra security or staff support, applicable fees and/or other protective measures that may be required.
- B. City of DuPont meetings, activities, programs and events will take precedence over non-City uses for scheduling of the Community Center and Civic Center facilities. Other non-City functions and use reservations may be scheduled based on facility availability and on a first come first come served basis.
- C. Facility use reservation times must include time for users to set-up, take-down and clean the facility being used.
- D. The applicant and all facility users shall comply with the terms and conditions of the City's facility use policies, requirements and conditions, and must ensure compliance with all other City codes and ordinances.
- E. The City of DuPont reserves the right to cancel a reservation in the case of damage or disrepair of the facility or for other unforeseen factors or circumstances as may arise.

Violations of the City's Community Center and Civic Center facility use policies or City codes and ordinances may result in the immediate revocation of the reservation agreement and immediate termination of the privilege to use City facilities. No refund of deposits or fees, or for time left on the reservation will be granted when terminated for such causes.

User Priority

The Community Center and Civic Center facilities are an important resource for the City in conducting its business and for the community to use. Activities that have a natural relationship to the City's core business or that contribute to the livability, health or economic vitality of the DuPont community are also a priority. To help us equitably address demand for Community Center and Civic Center facilities, we have established categories of users and determined their priority:

- A. City of DuPont City Council and City departments need to have the opportunity to conduct their business. Official government meetings to conduct City business and city-sponsored or co-sponsored meetings and trainings will have the first priority in scheduling for use of the facility.
- B. Regional and Other Governmental These support the City's core business and civic purpose. They also keep us tied to and engaged with our broader governmental community.
- C. Activities and Community Programs After City business needs have been met, the Community Center and Civic Center become an important resource for the DuPont community in supporting recreational activities and community programs. City-sponsored or co-sponsored activities and programs are given higher priority over other non-City uses or functions.

- D. Other The Community Center and Civic Center facilities are available to be reserved for other uses and functions subject to scheduling availability, applicable rental fees and deposits, and compliance with the City's facility use policies.

Availability

We have established availability guidelines to ensure use of Community Center and Civic Center facilities doesn't diminish the City's ability to deliver services to the public and to provide equal access to users.

- A. Limitations on recurring meetings Recurring bookings may tie up space and scheduling, making the facility unavailable to others. It also inhibits our ability to conduct City business, activities and programs. Therefore, recurring reservations for non-City uses will be considered on a case-by-case basis only. All recurring reservation requests must be re-submitted every 90 days.
- B. Facilities must be reserved and applications complete at least 5 days in advance of the planned use This allows equal access to facilities for all users and gives us the opportunity to accommodate City business needs.
- C. Facilities are available on an "as-is" basis Our facilities are available in their standard configurations and are not staffed to provide assistance with set-up or clean-up. Should your meeting require a special room configuration, onsite security, or other City resources, we may charge additional fees to cover staff time. (See fees and deposits below for additional information). Reservations cannot extend past 2:00 a.m. Overnight requests will be considered on a case-by-case basis.
- D. Applicants must be 18 years of age or older The applicant must be present throughout the entire use of the facility. The person signing the Facility Rental Application, the applicant, is considered to be the responsible party in case of damage, theft, or disturbance during facility use. All minors must have adult supervision.
- E. Age restriction in EOC The EOC shares a lobby with the police department. For security reasons, use of the EOC by groups with participants under the age of 18 is not permissible. For groups where the predominant users are adults, the activity will generally be allowed. Applicants should check with the City to ensure that use of the EOC is suitable for their group.

Application Procedures

- A. Facility reservation forms are available at City Hall, or available to download from the City's website (www.dupontwa.gov). To reserve, schedule, or view a facility and/or pay fees, please contact City staff during regular business hours (8-5, M-F). It is recommended that reservations be made at least 30 days prior to the event. All applicants must be 18 years or older and must be present at all times during the usage of City facilities. All minors must have adequate adult supervision. **All reservations over 50 guests, activities impacting City streets or services, or requiring special set up or planning may also require a separate Special Event Permit. (See "Special Events")**
- B. Facility reservation forms will contain the following information: applicant name, address, phone number, organization name, date and time requested, areas requested, applicable fees and deposit amounts, other information particular to function or activity, number of people, special requirements (as applicable), and hold harmless and liability statement.
- C. All application requirements must be met and all fees must be paid 5 days prior to approval and confirmation for reservation and use of the facility.

Special Events

Special events often require significant coordination and have broader impacts to Community Center and Civic Center facilities and City services. We consider special event to be activities that require significant advance planning and that typically have 50+ attendees for activities such as (but not limited to) fairs, festivals, markets, auctions, dances, entertainment, exhibitions, and motion picture filming. For these types of functions and uses, applicants may also need to obtain a separate Special Event Permit approval from the City.

Denial/Appeal

An application for reservation and use of the facility may be denied or cancelled if the Director feels that the requirements are not satisfied by the applicant, or in the Director's judgment, time scheduling, capacity, or other factors conflict with the interest of City sponsored programs or facilities, or for concerns with facility security or maintenance, or participant safety. Appeals can be made to the Director.

Community Center and Civic Center Rental/Use Fees and Deposits

- A. A list of fees is contained in the table below. Government agencies are exempt from the basic room rental fees, however, tables and chairs, attendant fees or other direct costs to the City of DuPont will be charged.
- B. Payment of applicable facility use fees and deposits must be made at the time of application (or with prior approval, no later than five (5) business days prior to the scheduled date of use) to confirm your reservation. Checks must be made payable to the City of DuPont. Applications are not considered complete and will not be considered until all requirements (insurance, delivery arrangements, decorating placements, etc.) are met.
- C. A security deposit for damage and cleaning is required to complete a reservation for use of Community Center and Civic Center facilities (see below for minimum security deposit amounts). The City may require larger security deposits due to the nature or size of an event. If required, the larger deposit amount must be paid to complete the reservation.
- D. Organizations, groups or individuals using facilities or grounds on a regular basis may request the City carry a security deposit on account. If a group, organization or individual wishes to use the City facilities on an ongoing basis (more than 3 consecutive months) a long term agreement may need to be reached between the City and the group, organization or individual interested in the facility.
- E. Depending on the nature or character of a proposed function, the City may require general liability insurance coverage. If required, the applicant shall provide a certificate of insurance in the minimum amount of \$1,000,000 per occurrence naming the City as additionally insured to complete the application.
- F. Applicants may be assessed additional fees for staff time whenever functions or activities require special City services or support or when City services are required beyond normal hours of operation.

Facility Attendant Requirements and Fee

- A. Facility Attendants are responsible for opening and securing buildings and rooms and being available to assist with facilities. Attendants are not required to set-up, tear-down or clean the facility after use.
- B. The City requires and will assign a Facility Attendant for use of any City facility after-hours or at events where alcohol will be present.
- C. The Emergency Operations Center (EOC) is adjacent to the Police Department and shares an entry. For the safety and security of your group, use of the Emergency Operations Center (EOC) at any time requires an attendant. Depending on impact to City operations, some governmental uses of the EOC during normal business hours may be exempt from the attendant fee with prior approval.
- D. Groups accompanied by a City ID holder who agrees to act as the attendant may use City facilities without paying the attendant fee.
- E. Attendant fees are \$15 per hour.

	Community Center Room One	Community Center Room Two	Council Chambers	EOC (all attendees 18 or Older)
Group 1	Attendant fee when applicable	Attendant fee when applicable	Attendant fee when applicable	Attendant fee when applicable
	\$200 Deposit	\$200 Deposit	\$200 Deposit	\$200 Deposit
	\$15 Key Deposit	\$15 Key Deposit	\$75 per hour*, two hour minimum	\$75 per hour*, two hour minimum
Group 2	\$80 first 2 hours, \$40 each additional hour	\$20 first 2 hours, \$10 each additional hour	Facility Attendant when applicable	Facility Attendant when applicable
	\$40 kitchen use fee	\$45 for tables and chairs		
	\$45 for tables and chairs	Facility Attendant fee when applicable		
	Facility Attendant fee when applicable			
Group 3	\$200 Deposit	\$200 Deposit	\$200 Deposit	\$200 Deposit
	\$15 Key Deposit	\$15 Key Deposit	\$90 per hour*, two hour minimum	\$90 per hour*, two hour minimum
	\$95 first 2 hours, \$50 each additional hour	\$25 first 2 hours, \$15 each additional hour	Facility Attendant when applicable	Facility Attendant when applicable
	\$50 kitchen use fee	\$60 for tables and chairs		
	\$60 for tables and chairs	Facility Attendant fee when applicable		
	Facility Attendant fee when applicable			

Group 1: Government Agencies, official City of DuPont events, public programming increasing civic participation, and Non-profit groups (holding 501(c) (3) certification) are exempt from facility use fees.

Group 2: Residents of DuPont, including individuals, business owners, and private clubs.

Group 3: Non-residents, including business owners, individuals, and private clubs.

*Civic Center fee provides up to 80 chairs and 10 round tables.

Cancellation, Changes and Refunds

- A. All reservation cancellations must be made in writing (email is acceptable) a minimum of 5 days prior to your event (special events must be cancelled a minimum of 14 days in advance). If you do not cancel in advance, please note:
 - a. We will refund 50% of the applicable rental fees paid unless it is a same day cancellation. If it is a same day cancellation, the rental fees paid will not be refunded.
 - b. If a damage deposit has been assessed, it will be refunded in full as long as the reservation is cancelled prior to your meeting or special event date.
 - c. You may be denied future use of the facility.

- B. The City may cancel your meeting or event in circumstances where the space you requested becomes unsafe for your intended use. Such circumstances include but are not limited to, significant weather events, power outages, natural disasters, environmental hazards, civil disturbances or other events affecting public health and safety.
 - a. In such circumstances, the City will generally refund your facility rental fees deposits, but it may do so at its sole discretion.
 - b. The City reserves the right to cancel your meeting or event if it becomes necessary for the City to use the space for City business purposes and will refund all fees. The City will attempt to give you reasonable notice of the cancellation.

Security Deposit Refunds

- A. Security deposits are 100% refundable and will be refunded within 30 days of the meeting or event date provided the following conditions are met:
 - a. The space was left in a clean and orderly manner.
 - b. The space was left in the condition in which it was rented.
 - c. Use of the facility did not exceed the scheduled time.
 - d. Additional City staff time was not required as a result of use of the facility.
 - e. All furniture and equipment is present and undamaged.
 - f. All rules and procedures governing City of DuPont facility use were met.

- B. If the above conditions were not met, the security deposit will not be refunded in full. If the cost of cleaning and/or repair of the facility exceed the amount of the security and damage deposit provided, you will be billed for those additional costs. Custodial service and costs for repairs and/or replacement of materials will be billed according to the full cost incurred by the City plus a 15% administrative charge.

Time & Date Changes

Meeting or special event time and/or date change requests are accepted in writing (email is okay) a minimum of 5 days prior (14 days for special events) to the event. Approval of the change is subject to facility availability. All applicable fees and deposits must be paid in full at the time the change is made.

Applicant/User Responsibilities

Applicant/user shall complete the facility reservation application form and provide payment of all applicable use fees and deposits and comply with the terms and conditions of the use agreement, all facility and park policies and procedures, renter responsibilities, City codes and ordinances.

- A. Applicant is responsible for (1) supervision and control of group or individuals to prevent injury and ensure safety, before, during and after use of City facility, (2) payment of fees and charges, and (3)

damage or loss to equipment, property or grounds which may be incurred as a result of the scheduled activity.

- B. Applicant/user groups will be responsible for set-up, break down and general clean-up of their space. Removal and proper disposal of garbage, decorations and miscellaneous materials must be completed at the conclusion of the event. (Civic Center garbage may be deposited in waste receptacle at Civic Center building)
- C. The City of DuPont generally does not store articles or supplies associated with a special use. In some cases, we can hold smaller items for short periods of time. Please coordinate during the application process if needed.
- D. The City of DuPont is not responsible for loss or theft of articles stored or left in a facility.
- E. Applicant and/or the group using a facility is responsible for any and all loss or damage to facilities, equipment or grounds. If loss or damage occurs, the City will obtain estimates and bill the group or individual for the lowest qualifying estimate amount. If cleaning or facility repairs are needed as a result of an event and can be performed by City staff, the total hourly staff charges for services will be assessed against the deposit or billed to the user. Up to a 15 percent (15%) administrative charge may be added to the costs for such cleaning or repairs.
- F. All rental/use fees (including security deposits) will be forfeited if an activity is terminated by the City before the end of the scheduled time due to excessive noise or unlawful or disorderly activities.
- G. Applicant/user agrees to indemnify, defend and hold harmless the City of DuPont, its officials, employees and volunteers from and against all claims, suits, actions or liabilities for injury or death of a person, including injury or death to any employees of user/applicant or subcontractors, or for loss or damage to property which arises out of the use of the facilities or its adjoining walkways or from activity, work or things done, permitted, or suffered by, in or about the facility, except only such injury to persons or damages as shall have been occasioned by the sole negligence of the City of DuPont.

Set-up & Takedown for Reservations

Generally our spaces are set in open configurations. Meeting spaces can be configured with optional table and chair layouts. Extra tables and chairs are available as provided in the fees chart above. Space set-ups are partially dictated by Fire and Building codes associated with maximum occupancies and ingress/egress routes. Room configurations will leave exits open, and you may not borrow furnishings from other rooms. The City will not be liable for any personal injuries, damage to personal property, or damage to the facility and its furnishings resulting from your set-up and takedown activities.

Maximum Occupancy

All of our meeting rooms and spaces have maximum occupancies established. Fire and building codes prevent us from allowing users to exceed these occupancies. Exceeding the established occupancy for the space puts your meeting or special event at risk of being terminated. Occupancy maximums may change depending on how the space is configured, therefore it is advisable to discuss any special needs with the City as part of your planning.

Deliveries & Storage

- A. You must arrange for deliveries to occur during your reservation period and you must be available on-

site to receive them unless other arrangements have been made with our staff.

- B. Our staff is not authorized to receive and sign for your deliveries, Due to space and security concerns, they cannot store items. If you plan to have items delivered, discuss the details with our staff during the application process.
- C. Consult with us regarding designated delivery areas and access considerations.

Parking

- A. Community Center 18 spaces are available on-site in front of and behind the Community Center. Additional on-street parking and overflow parking may also be available on a first-come, first-serve basis. All vehicles must be parked legally. If you are concerned with parking availability, our staff can provide you with area parking information that may suit your needs.
- B. Civic Center City Hall and the EOC share a large parking lot with 129 spaces.

Food & Beverages

Food and beverages are welcome in our facilities but only the Community Center has a kitchen to warm or refrigerate foods. If renting space at the Community Center and you plan to use the kitchen, we must be notified in advance and kitchen use fees will be assessed.

- A. Catering You may use the caterer of your choice. Applicants are responsible for ensuring that any areas used have been cleaned and that food and food service equipment has been removed. If not, they will be billed for cleaning services (unless other arrangements have been made with our staff). The following requirements apply to catered events:
 - a. Catering business and contact information must be submitted to us a minimum of 14 days prior to the meeting or special event date, and they must hold a City business license.
 - b. A certificate of insurance from the caterer naming the City of DuPont as an additional insured with \$1 million General Liability Coverage must be submitted to us a minimum of 14 days prior to the meeting or special event date.
- B. Alcoholic Beverages All requests to serve alcohol must be approved in advance by the City in accordance with State law and the City's policies for serving of alcohol in City facilities. In addition, a \$500 deposit must be paid in order to serve alcohol. (See alcohol policies at <http://dupontwa.gov/DocumentCenter/View/752>)

Rented Equipment

We must be notified in advance if you intend to bring equipment into our facilities. If a rental company will be providing and delivering furnishings and/or equipment, we require they provide a certificate of insurance naming the City of DuPont as an additional insured with \$1 million General Liability Coverage. The certificate must be submitted with the application.

Lighting

Meeting rooms are generally well lit and some have exterior windows. Of those with windows, closeable mini blinds are usually installed. Rooms that do not have mini blinds (such as the main meeting area in the Community Center) are to be used as is. Covering building or door windows, even temporarily, is not allowed unless you have received prior approval.

Decorations/Presentation Materials

With approval, you may bring freestanding decorations and presentation materials into the facility. Please discuss your needs with City staff prior to your event; an application is not complete without prior coordination.

Notes:

- A. Applicant is responsible for removing decorations and presentation materials at the conclusion of your use.
- B. At all times, the use of staples, push pins, nails, tacks, duct or masking tape is prohibited when affixing decorations and materials to walls and furnishings. With prior approval, the use of non-marking painters tape or fastening systems specifically designed to not damage walls may be acceptable. All tape must be removed when taking down decorations.
- C. Signage, notices, and decorations are not to be placed on room doors, windows, on top of existing signage, or on public area walls/corridors.
- D. Hanging decorations and materials from light fixtures, in-room equipment, windows, railings, and ceilings is not allowed. Helium balloons must be weighted and secured to prevent them from escaping the event area or rising to the ceiling.
- E. Hanging projection screens, lighting, or other equipment from doors and windows is not allowed.
- F. Stand-alone projection screens, decorations, and other furnishings and equipment cannot block doors, stairs, entrances, or exits.
- G. Fog/smoke machines, pottery kilns, uncontained candles (see Flammable Materials), dance wax, incense, etc. are not allowed. Additionally, dry ice, rice, birdseed, glitter products, confetti, silly string, and other similar materials are not allowed.

Flooring: Luxury Vinyl Plank (LVP)

The City has installed LVP flooring in the meeting and common areas of the Community Center facility. As such, we require that it be treated with the utmost care. Please note the following:

- A. Do not drag items across the floor. Furnishings, boxes, and equipment must be lifted and carried across the floor when moved or transported across the floor on rubber-wheeled carts.
- B. Some heavy equipment and furnishings (such as pianos) can damage the floor and are not allowed unless you have prior approval.
- C. Stages, large podiums, etc. must be placed on approved pads to protect the floor.
- D. Activities involving sharp objects, liquids, paint, or other substances that could damage the floor are not allowed. Adhering objects to the floor with tape that may be difficult to remove or mark the floor is not allowed.

Signage

Generally, any exterior signage or temporary banners to be used will require prior approval from the City. Small

freestanding signage may be used inside in our facility or near the entry way if they are professional in appearance, and are located at pre-determined locations. Interior signs may not be attached to doors, walls, on top of our existing signs or structural components.

Flammable Materials

The use of flammable materials is regulated by the City of DuPont's Fire Code. Open flames, grills, portable heaters or flaming food is not permitted at indoor facilities. Fuel canisters for warming food, including tea light candles that are completely self-contained in a flame resistant holder that will not tip over, are allowed. You may be required to provide a fire extinguisher if using these items. Depending on the nature of their use, limited types of candles may be allowed with prior City approval. Fireworks are prohibited all facilities.

Tobacco

City of DuPont indoor facilities are smoke and tobacco free. Please make sure all smoking takes place at least 25 feet away from building entrances/exits and windows/vents that open to the inside of the building per Washington state law (see [RCW 70.160](#)). The City of DuPont reserves the right to take steps to ensure compliance with the law including terminating your event if compliance is not obtained. You are responsible for leaving outdoor areas clear of all smoking debris at the conclusion of your event. Failure to do so will result in a cleaning charge deducted from your damage deposit and/or you may be denied future use of City facilities.

Animals

No animals of any type are permitted on the premises without prior approval from the City. Actively working service animals do not need prior coordination.

Selling Items

If you plan to sell items at your event, you are required to hold a City of DuPont Business License and obtain prior approval from the City. Items for sale will be pre-approved: we reserve the right to deny the sale of items we deem to be a public nuisance, potentially damaging to our facilities, or not family friendly.

Technology & Other Equipment

We do not have personal computers, projectors, or other electronic equipment available at the facility for your use. Users must provide such items if needed. Governmental agencies may request to borrow equipment from the City if it is available. The request must be coordinated during the application process.

City Codes & Ordinances

City of DuPont Codes & Ordinances apply and are enforced at all City of DuPont facilities. The City has regulations governing sound and noise levels, animals, parking, vehicle access, etc. Approval for use of City facilities requires that users be respectful and responsible stewards while in the facility.

The City of DuPont reserves the right to terminate your meeting or event if it perceives a risk to the safety of persons or property, if you are not complying with our facility use guidelines, or members of the group are violating local, state, or federal laws. Upon verbal notice from City staff, security, or the police that your meeting or event is being terminated, you and your guests must leave the premises immediately. You will not receive a refund of your rental fee and may be denied future use of the facility.

DuPont Municipal Code
Chapter 10.02
Community Center and Civic Center

10.02.010 Policies

The City of DuPont may permit persons and groups to use the City of DuPont Facilities located at 303 Barksdale Avenue (Community Center) and 1700 Civic Drive (Civic Center) for public and private functions, subject to the provisions of this chapter and the following guidelines:

- (a) No smoking, use of alcohol (unless prior authorization has been obtained from the City in accordance with the facility use policies pertaining to serving of alcohol at City facilities as adopted by the City Council), or unlawful activity will be permitted;
- (b) Building occupancy is limited to the number posted by the Building Official;
- (c) Scheduling of dates for the use of the Community Center and Civic Center Facilities shall be the responsibility of the City Administrator or designee;
- (d) The City may reject any application for use of the Community Center and Civic Center if the anticipated use would, in the judgment of the City Administrator or designee, violate the provisions or intent of this chapter;
- (e) Reasonable policies and procedures for use of the Community Center and Civic Center Facilities shall be posted from time to time by the City Administrator.

10.02.020 Reservations, fees, charges, and deposits.

A group or private individual seeking to use the Community Center and Civic Center Facilities must apply to reserve the Facilities at least five days prior to the planned date of use, and at the time of application for reservation must pay the applicable rental fees and deposits as established in the then-applicable City Fee Schedule for Services.

Damage and cleanup deposits are refundable after inspection of the premises following use, but all or any part of such deposits may be withheld by the City at the discretion of the City Administrator or designee to cover the cost of cleaning or repair of damage to the premises. If damage occurs that exceeds the amount of the damage deposit, then renter is responsible for any and all additional costs.

10.02.040 Indemnification.

By using or occupying the Community Center, Civic Center or any part of either facility, under the authority of this chapter, the user agrees to hold harmless and indemnify the City, its agents and employees against any claims of any nature arising from the use or occupation of the Community Center or Civic Center. If the City Administrator or designee deems it reasonably necessary, the user may be required to post a bond or provide insurance naming the City as an additional insured, in order to give effect to the undertaking required herein.