

Resolution #2006 – 05  
PAHRUMP TOWN BOARD

**A RESOLUTION TO ESTABLISH A POLICY FOR MAJOR EVENTS AND  
RESERVATION AND USE OF TOWN FACILITIES**

**WHEREAS** the Town of Pahrump desires to establish a policy for major events and reservation and use by the public of Town facilities including but not limited to Honeysuckle, Petrach, and Simkin's parks; and the Pahrump Community Pool; to assist the Town staff in authorizing the use of the subject facilities, proscribe fees, provide notice when necessary to public safety agencies, and set restrictions and rules for control, maintenance, and preservation of the Town facilities; now

**THEREFORE BE IT RESOLVED** the Town policy for major events and reservation and use by the public of Town facilities shall be as follows:

**Applicable Users**

Any group of 500 persons or more

**Reservations**

All reservations for Town facilities shall be accepted on a "first come – first served" basis. An application shall be completed, all fees paid, compliance with this policy confirmed, and proof of insurance shall be provided prior to use of any Town facility by applicable users.

A site map shall accompany any reservation indicating the location of temporary structures to be erected, food preparation and service areas, location of flammable gas sources, electrical needs, locations of other potential hazard, parking and traffic control, and points of ingress and egress.

**Deposits and Fees**

A deposit and user fee shall be required of any facility user except governmental agencies, non-profit organizations, and Town sponsored groups, or when waived by the Town Board. Fees must be paid no later than 90 days in advance of the event. Failure to pay required fees may result in cancellation of the planned event. User fees (if applicable) are non-refundable.

Deposits shall be paid by certified check or money order, or by personal check at the discretion of the Town Manager, made payable to the Town of Pahrump and shall be refunded if nothing is damaged or missing. All costs related to damage or loss shall be assessed to the signatory of the reservation.