

BLOOMINGTON CITY HALL POLICIES AND PROCEDURES FORM

Revised March 2023

GENERAL POLICIES

- NO Travel Trailer or Campers allowed.
- Please review map image for correct parking and camping.
- Please camp on the north side of the building past the picnic shelter.
- Park vehicles only in designated parking locations. **Do not park in front of large city dumpsters.** They are dumped often, sometimes early in the morning.
- **Quiet time is from 10:00 p.m. to 8:00 a.m. every day, out of respect for City residents.**
- Water is drinkable both in building and out of the water hydrant by the picnic shelter.
- Use of the building must be under the supervision of an adult at all times.
- **No overnight camping in campers or RVs on City property.**
- **IF YOU BREAK IT OR TAKE IT, YOU WILL BE REQUIRED TO PAY FOR IT!**



BEFORE ARRIVING:

- PRINT and SIGN the Bloomington City Hall and Park Rental Contract and Policies and Procedures Form, send with payment by mail to: **Bloomington City, PO Box 194, Bloomington, ID 83223**
- **Payment, contract, and Policies Page must be returned before reservation will be held.**

DURING YOUR STAY:

- Check-in time is 2:00 pm, unless prior arrangements have been made.
- Renter key will be located in key lock box at south side of Bloomington City Hall. Code will be provided to renters in advance of or upon arrival. Call 208 945-3169 if no code was received.
- Lost key fee: \$100.
- Rental price may be adjusted and paid upon arrival if final number of people staying on premises overnight increases.
- Supplies provided with rental: hand soap, toilet paper, paper towels, garbage bags, table cover paper, and tape.
- Paper for tables is on top of the piano on the stage. Tape and scissors are downstairs on shelf above kitchen sink. Please remember to return the scissors and tape back to their location, do not take them home.
- Garbage bags are located under kitchen sink.
- Bathrooms will be checked daily for restocking of supplies by housekeeping.
- **No motorized vehicles on lawn.** Do not drive past sidewalks. Sprinkler heads get broken easily by tires.
- **No hooved animals on lawn.**
- **No animals, smoking, or alcohol inside Hall.** No exceptions.
- Dogs outside on leash only. Clean up after them is required. This will be strictly enforced.
- Outside building lights are turned on by an outside switch box located on north side of building. Outside lights must be turned off by 10:00 pm.
- No firearms, fireworks, or explosives of any kind are allowed on property.
- No roller blades, roller skates, skateboards, hoverboards, or anything with wheels is allowed inside the building.
- Generators are allowed between the hours of 8:00 am through 10:00 pm.
- Do not remove screens from windows.
- Check over property – If you have any problems or concerns call 208-945-3169.
- In case of emergency call 911.

UPON DEPARTURE:

- **CHECK-OUT TIME IS 11:00 am**, unless prior arrangements have been made.
- Replace any moved furniture, tables, and chairs to original locations.
- Take all garbage out of building to the dumpster.
- Clean kitchen including removing all food from the refrigerator.
- Sweep gym floor – brooms are in the kitchen.
- Clean garbage and waste off lawns.
- Close all windows.
- Turn off all lights.
- Turn heat 55 degrees (in the winter).
- Call 208-945-3169 when departing.
- Leave a phone number with the City for forgotten items.
- If any damages have occurred, contact Bloomington City before leaving. Cost of damages to the building or park will be the responsibility of the group causing the damage.

Thank you for taking good care of our City Hall and park. We are very proud of them. We hope to make more improvements over time and hope to continue renting them out. That can only be possible with your respect and help.

Thank you for staying with us,

The City of Bloomington
Phone 208-945-3169

I have read and will abide by the City of Bloomington Policies for Reservation Page. _____
Initials