CITY OF WASHINGTON **POLICY MANUAL**

SUBJECT	ISSUED BY	EFFECTIVE DATE
TABLE AND BENCHES RENTAL POLICY	**CITY COUNCIL**	**MAY 4, 2009**

POLICY STATEMENT:
This policy is to help guide City staff and the general public for the rental of benches and tables owned and maintained by the City of Washington.

1. Ensures that the tables and benches are monitored properly.
2. Ensures that adequate funds are available to maintain this valuable resource for the citizens of Washington and surrounding area.

PROCEDURE:
The following rules and procedures shall be used by staff and anyone else desiring to rent tables and/or benches from the City of Washington.

1. City personnel shall check all tables and benches being checked out and returned according to the rental agreement.
2. Only the gray tables and benches located in the south fair building may be removed and used by the public.
3. Tables and benches may only be picked up and/or returned between the hours of 8:00am to 8:30am, 1:00pm to 1:30pm, and 4:00pm to 4:45 pm Monday through Friday.
4. The fee for renting these tables shall be $2.00 per set up, plus a $10.00 deposit per set up (1 table and 2 benches) refundable after tables and benches are checked back in and inspected.
5. No table or bench shall be left outside for an individual to pick up.
6. The renter shall pay for all damages.
7. There will be a two-day limit (excluding weekends) on use of the tables and benches without prior approval or deposit will be forfeited.
8. Tables and benches may not be taken outside the City limits of the City of Washington without prior approval by the City Council.
9. If the 4-H building is rented, 30 tables and 60 benches must remain in the building.
10. City personnel must abide by the terms of the rental agreement.

Approved By: _____
Harold H. Jones, Jr., Mayor