



COMMUNITY PARK PAVILION RENTAL POLICIES

Reservation Date: _____

The City of Waite Park would like to thank you for your interest in reserving the Community Park Pavilion. We are proud to offer you these facilities. Improvements to our reservation policy have been implemented to ensure the fairness to all parties and in an effort to maintain a low reservation cost for you.

PLEASE READ AND KEEP FOR YOUR RECORDS

The Community Park Pavilion may be reserved up to one year in advance and no later than seven calendar days prior to the requested reservation date. Reservations will be taken on a first come first serve basis and will be determined based on receipt of the Rental Fee. Reservations will no longer be accepted over the phone. If multiple requests are made for the same date, reservations made and paid for in person at City Hall will have precedence over those placed in the drop box or sent via mail.

Waite Park City Hall is open Monday-Friday, 7:30 a.m. through 4:30 p.m.

In an effort to maintain affordable rental rates, the City of Waite Park has implemented a key system to minimize our employee labor costs associated with park rentals. The facility will be checked for cleanliness and damages following each reservation.

1. Key Deposit -

The keys for the Pavilion can be picked up at City Hall and will be released up to three (3) business days in advance of your rental date. A separate Key Deposit in the form of cash or check in the amount of \$150.00 is required at the time the keys are issued. We require that the Key Deposit check be from the individual and address listed on the application. No Cashiers Checks or Money Orders will be accepted.

The keys must be returned to the City IMMEDIATELY AFTER YOUR EVENT. There is a drop box located in the Pavilion. If the keys are not returned by the end of the next business day, it will result in the forfeiture of your Key Deposit. If the keys are returned in the allotted time, the Key Deposit will be returned. If the deposit was in the form of cash, you will need to return to City Hall with a valid ID to receive your deposit. If the deposit was in the form of a check, we will void the check and mail it back to you.

2. Damage/Cleaning Deposit -

A separate Damage/Cleaning Deposit in the form of cash or check in the amount of \$200.00 is also required at the time the Pavilion keys are issued. We require that the Damage/Cleaning Deposit check be from the individual and address listed on the application. No Cashiers Checks or Money Orders will be accepted.

Each individual/organization who rents the facility is responsible for cleaning the Pavilion at the conclusion of their rental. We will retain the entire amount of your Damage/Cleaning Deposit check if any cleaning is required by City staff after your use of the Pavilion. The *Community Park Pavilion Cleaning/Inventory Check List* is printed on the back of your Community Park Pavilion Permit. You must complete all the items listed and sign and return the form, along with the keys, in the drop box located in the Pavilion. Any damage to property or building, above and beyond the Damage/Cleaning Deposit fee, will be billed to you. If there are no damages or cleaning required, your entire Damage/Cleaning Deposit will be returned. If the deposit was in the form of cash, you will need to return to City Hall with a valid ID to receive your deposit. If the deposit was in the form of a check, we will void the check and mail it back to you.

After the first time a deposit is not returned, a \$250 deposit will be required prior to your next reservation. If a deposit is not returned a second time, you will be unable to make any future reservations for the Pavilion. In a case where damage is caused by negligence, the City reserves the right to refuse future Pavilion reservations to you or your organization.

