



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.

COMMUNITY PARK PAVILION RENTAL POLICIES (Continued)

3. Rental Fee (based on the Reservation Date, not the date the application is submitted) -

Waite Park Resident Rental Fee 2017 & 2018: \$65.00 + \$4.79 Sales Tax = \$69.79 total

Non Resident Rental Fee 2017 & 2018: \$150.00 + \$11.06 Sales Tax = \$161.06 total

The Rental Fee is receipted at the time your application is submitted - it is not held until the reservation date. If the Rental Fee is paid in the form of a check, it must be from the individual and address listed on the application. Individuals/Organizations claiming sales tax exempt status need to include a copy of their Exemption Certificate with the rental application. Your Rental Fee includes a Booking Fee, which is non-refundable (\$10.00 for Waite Park residents and \$40.00 for Non-residents). **If you need to cancel or change your opening time, you MUST do so no less than three business days prior to the date of your reservation.** If you cancel less than three business days prior to your reservation date, you will be charged the total amount of your Rental Fee. **For legal, liability and scheduling purposes, please adhere to your requested reservation times. Early arrivals or late departures are not permitted.**

4. Hold Harmless Agreement –

All Individuals/Organizations renting the Community Park Pavilion will be required to sign the Hold Harmless Agreement.

5. Insurance Certificate of Liability–

All Individuals/Organizations who use the Community Park Pavilion will need to provide the City of Waite Park proof of homeowners or renters insurance showing liability limits with a minimum of \$300,000.00, which is the minimum liability allowed by the State of Minnesota. The Insurance Certificate is required no later than one month in advance of your reservation date.

The Insurance Certificate of Liability must indicate:

- 1. Must state the City of Waite Park as “Additional Insured”**
- 2. Date of your Pavilion rental, and**
- 3. Waite Park Community Park Pavilion street address: 151 13th Ave N, Waite Park, MN 56387.**

The Insurance Certificate may be faxed to City Hall at (320) 252-6955.

6. Prohibited Items –

In order to maintain the cleanliness and safety at our park, the following are prohibited: smoking in the building, glass containers, overnight camping, recreational fires, firearms or explosives. No pets are allowed in the Pavilion. No candles or open flames are allowed in the Pavilion.

7. Pavilion Hours - 8:00 a.m. to 10:00 p.m.

8. Decorations –

No decorations are allowed on the walls of the Pavilion. All decorations must be removed from the site at the conclusion of your rental.

9. Sale of Alcohol, Food and Other Articles –

The sale of alcohol, food or other articles is not permitted without City Council approval and Special Permit.

10. Noise Ordinance –

The City of Waite Park Noise Ordinance #98 and Public Nuisance Ordinance #90 both apply. Any offense is at the discretion of the Police Department to issue notice of eviction.

11. Snow Removal – (September – May)

The City has provided shovels for you to use, when necessary. They are located in the closet. Ice salt shakers are located at both doors – please use as needed.

12. Air Conditioning – (May – September)

Before opening the roll-up windows or propping any doors open, make sure you turn the air conditioning system off. The switch is clearly marked. Be sure to turn the air conditioning system back on before you leave.

Once the Key Deposit, the Damage/Cleaning Deposit and the Insurance Certificate are all received, the Community Park Pavilion Permit is issued to the individual or organization listed on the permit application.

You are required to bring the Permit to the Pavilion on your reservation date.

EMERGENCY Phone Number: (320) 251-3281

** Violation of any rules will jeopardize the return of your Deposit. The City of Waite Park reserves the right to inspect the premises during the rental time.