



# RIVERSIDE PARK

Rockford Lion's Building  
8220 Elm Street, Rockford, MN 55373

## RENTAL POLICY

Reservations are to be contracted by the individual who whereby accepts full responsibility. No reservation can be made without a \$100.00 damage deposit. Damage deposit will be held by the City Clerk until inspection of the premises and equipment is complete.

The building room occupant load is about 48 people. Use of the building prior to the date of reservation is based upon approval by the City Clerk. The park closes at 10:00 p.m. and all outdoor activities must cease at that time.

**If you cancel your reservation less than 30 days in advance, there will be a \$20.00 fee. If you cancel within 7-days in advance, there will be a fee of \$50.00.**

The rental does not include rental of the volleyball courts, horseshoe pits, tennis courts, etc. but they are available for use on a first come basis with other persons using the park.

The key shall be picked up at City Hall during regular business hours (8:00 a.m. to 4:30 p.m.) Monday - Friday except for holidays. The key shall be returned to City Hall the following work day during regular office hours. At the time the key is returned, the damage deposit will be returned granted the clean-up requirements were completed. **(NOTE: Keys not picked up during regular office hours, which require a staff person to return to check the rent records and issue the key will result in \$25.00 being deducted from the damage deposit.)**

The renter may be allowed to bring alcohol into the building however, a certificate of insurance naming the City of Rockford as additional insured in the amount of \$500,000 must be submitted prior to obtaining the keys for the building (see attached ordinance.) The renter also agrees to indemnify and hold harmless the City of Rockford from any and all claims, demands, costs, damages, losses, action and causes of action or judgments.

**The damage deposit of \$100.00 is due at the time the reservation date is made. Rental fee is due fourteen (14) days prior to the rental date.**

- Fees: \_\_\_\_\_ Resident \$128.00 + \$8.80 (sales tax) = \$136.80  
 \_\_\_\_\_ Non-Resident \$170.00 + \$11.69 (sales tax) = \$181.69  
 \_\_\_\_\_ Non-profit \$40.00 (Tax Exempt Certificate required)  
 \_\_\_\_\_ Gazebo Rental \$55.00 + \$3.78 (sales tax) = \$58.78

I have read the damage deposit requirements. I understand that I will forfeit my damage deposit and be charged the service fee(s) if I do not comply with the cleaning regulations as listed on the back of this form.

Renters Name: \_\_\_\_\_

\_\_\_\_\_ Reservation Date

Address: \_\_\_\_\_

\_\_\_\_\_ Deposit Paid/Date      Staff Initial

\_\_\_\_\_ Renter's Phone Number & Email Address

\_\_\_\_\_ Fee Paid/Date      Staff Initial

\_\_\_\_\_ Renter's Signature/Phone Number

I will be serving alcohol at the building \_\_\_ YES \_\_\_ NO. The insurance certificate was submitted \_\_\_\_\_  
*staff initials*

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**CLEAN UP REQUIREMENTS**

**No nails, tacks or adhesive type tapes are allowed on any walls, ceiling or other painted and/or varnished surfaces inside or outside. Table decorations may be used. All tape must be removed inside and outside. The renter is responsible for bringing their own coffee pots, dishes, linens, wash cloths, sponges, soap, cleaning supplies, etc. The city has no supplies available for use other than brooms and mops.**

Failure to comply with any of the following regulations will result in a **service fee of \$10.00 each**. The fee will be deducted from the renter's damage deposit.

- All doors to the building must be secured upon leaving the building.
- All tables and chairs must be wiped clean.
- Kitchen sink must be cleaned and wiped out.
- All appliances must be emptied, cleaned out and wiped off.

Failure to comply with any of the following regulations will result in a **service fee of \$20.00 each**. The fee will be deducted from the renter's damage deposit.

- All garbage must be removed from the building and placed in the outside dumpster by Elm Street.
- All recycling must be put in recycling bins outside.
- The floors must be swept and washed (broom and mop are located in the bathrooms).

**CLEAN UP OF THE BUILDING MUST BE COMPLETED PRIOR TO  
LEAVING THE BUILDING.**

City of Rockford  
6031 Main Street  
Rockford, MN 55373  
763-477-6565