



RIVERSIDE PARK BUILDING RENTAL BUILDING RENTAL POLICY

8220 Elm Street, Rockford, MN 55373



Rental fee is due in full prior to the rental date before the key will be released

Fees: *All Reservations are to have a refundable \$100 damage deposit Cash/Check only prior to holding*

- ___ Resident \$153.00 + \$11.28 (sales tax) = \$164.28
- ___ Non-Resident \$195.00 + \$14.38 (sales tax) = \$209.38
- ___ Non-profit \$65.00 (Tax Exempt Certificate required)
- ___ Gazebo Rental \$80.00 + \$5.90 (sales tax) = \$85.90 (Keys needed for Electric)

Date of Reservation is the only time to be in the building

- **Occupancy load is about 48 people**
- **The Park closes at 10 p.m. and all outdoor activities must cease at that time.**

The rental does not include rental of volleyball courts, horseshoe pits, tennis courts, etc. (first come, first serve basis)

- BUILDING KEYS

Key shall be picked up at City Hall, during regular business hours as shown above.

Holidays – key must be picked up business day prior to reservation date

- **Key MUST be returned following business day in person / or in payment drop box outside City Hall doors**

At the time the key is returned, the damage deposit will be returned granted the clean-up requirements were completed.

ALCOHOLIC BEVERAGES

The renter may be allowed to bring alcohol into the building with the following requirements

A certificate of insurance naming the City of Rockford as an 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 **ALL** claims, demands, costs, damages, losses, action and causes of action or judgments.

Alcohol WILL be served at my event YES _____ NO _____ (ATTACH ORDINANCE FORM)

Insurance Certification was submitted DATE ____ / ____ / ____ STAFF INTITALS _____

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.

Reservations are to be contracted by the individual who accepts full responsibility

Reservation Date _____

Renters Name: _____ **Renters Address:** _____

Renters Phone: _____ **Renters Email:** _____

RENTERS SIGNATURE _____

Fee Paid/Date _____ Staff Initial _____

Deposit Paid/Date _____ Staff Initial _____

RIVERSIDE PARK RENTAL BUILDING CLEANING 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, , etc.

The renter is responsible for bringing their own cleaning supplies
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.
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.
- All garbage must be removed** from the building and placed in the outside dumpster by Elm Street. And relined with a clean garbage bag.
- All recycling **must** be put in recycling bins outside.
- The floors must be swept and washed** (broom and mop are located in the bathrooms).
- Bathrooms must be cleaned** (sinks,toilets,mirrors,floors,garbages)

**CLEANING OF THE BUILDING MUST BE COMPLETED PRIOR TO LEAVING THE
BUILDING.**

DOOR MUST BE LOCKED AFTER LEAVING THE BUILDING

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