

ROSEVILLE PARKS & RECREATION
2660 Civic Center Drive; Roseville, Minnesota 55113
Phone: 651-792-7006 ~ Fax: 651-792-7100

OUTDOOR FACILITY RENTAL AGREEMENT

Contact Name:

Organization Name & Event:

Mailing Address:

City/State/Zip:

Phone #1:

Phone #2:

E-mail:

Estimated Attendance:

FIRST CHOICE FACILITY, DATE & TIME

Facility Requested:

Date Requested (MM/DD/YY):

Weekdays: ☐ Mon ☐ Tue ☐ Wed ☐ Thu >>> ☐ 8am – 2pm ☐ 4pm – 10pm ☐ 8am – 10pm

Weekends: ☐ Fri ☐ Sat ☐ Sun >>> ☐ 9am – 3pm ☐ 4pm – 10pm ☐ 9am – 10pm

SECOND CHOICE FACILITY, DATE & TIME

Facility Requested:

Date Requested (MM/DD/YY):

Weekdays: ☐ Mon ☐ Tue ☐ Wed ☐ Thu >>> ☐ 8am – 2pm ☐ 4pm – 10pm ☐ 8am – 10pm

Weekends: ☐ Fri ☐ Sat ☐ Sun >>> ☐ 9am – 3pm ☐ 4pm – 10pm ☐ 9am – 10pm

Special Considerations:

- | | |
|---|---|
| ☐ 3.2 % beer permit
☐ Special Use Permit (Bounce House, Pathway Event, etc.)
☐ Play kit | ☐ Amphitheatre staffing fee ~ \$25/hr
(2 hour non-refundable minimum)
☐ Vendors onsite (food, rental equipment) |
|---|---|

FORM OF PAYMENT

☐ Cash ☐ Check ☐ Visa ☐ Master Card ☐ American Express Amount Paid \$ _____

Credit Card # _____

Expiration Date ____/____ CVV _____ Name as it appears on the card: _____

Acknowledgement of Facility Agreement:

Refund Policy:

- \$7 fee is charged for any changes made after original permit has been issued. No changes within 10 days of event.
- All requests for refunds due to cancellation are subject to a **cancellation fee**.
- Refunds, less a \$10 administrative fee, are issued on cancellations made 46 or more days prior to scheduled reservation. Refunds, less \$35 for half-day & \$45 for full-day rental, will be issued for cancellations made 11-45 days prior to scheduled reservation.
- No refund given for cancellations 10 or fewer days before scheduled reservation. No refund made due to weather, unless weather condition is deemed severe (i.e. tornado).

Facility Deposit: \$50 deposit due upon making facility reservation, in addition to Facility Rental Fee.

- This deposit will be refunded following the timely return of the key. Credit card payments returned the next business day, cash and check payments are refunded by check within 14 business days.
- The entire facility deposit is refunded as long as all policies are followed, the shelter site is free of damage & shelter clean up is completed by permit holder. The deposit is required for shelters that include kitchen / bathroom facilities.

Key pick-up hours: **Monday – Friday, 8am – 4pm. KEY PICK UP NOT AVAILABLE ON WEEKENDS!**

Use of the shelter is limited to reserved time only. Food, supplies or other materials are not to be stored in shelter prior to rental.

I have read & understand the terms of agreement for the use of Roseville's outdoor facilities.

Signature of Rental Party Contact _____

_____ Date

Thank you for choosing Roseville Parks & Recreation for your event.