

CITY OF ROCKVILLE
2024 PARK RENTAL POLICY & AGREEMENT

229 Broadway Street East, P.O. Box 93, Rockville MN 56369
Phone: 320.251.5836 • Email: cityhall@rockvillecity.org

CONTACT INFORMATION

Name/Group/Organization _____
Address _____
Phone Number _____ Email _____

RENTAL INFORMATION (park hours 7:00 a.m. to 10:00 p.m.)

Date of Rental _____ Hours Reserved _____ to _____

RENTAL FEE + DEPOSIT

Rental Fee (for each facility)

Payment, Deposit, and a Certificate of Insurance or proof of liability insurance, are required at the time the park rental form is submitted.

- Resident: **\$75.00**
 - Non-Resident: **\$150.00**
 - Event: **\$125.00 resident or \$150.00 non-resident**
 - Refundable Deposit: **\$200.00**
- Purpose of reservation:** _____
- Number of guests:** 1-50 50-100 +100

NOTE: *All rentals require a refundable deposit due at the time the park rental form is submitted. All or part of the deposit may be refunded if the park is cleaned satisfactorily and there is no damage to building, facilities, and/or equipment.*

PARK RENTED

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Community Ballfield
1000 Broadway St. E.
Ballfield
Soccer Field
Picnic Shelter
Picnic Tables
Bathroom Facilities
Power Outlet | <input type="checkbox"/> Lions Park
25775 Lake Road
Pavilion
Picnic Tables
Ballfield/Soccer
Volleyball Court
Playground Equipment
Walking Path
Portable Toilets
Power Outlets | <input type="checkbox"/> Community Park
563 Chestnut St.
Playground Equipment
Drinking Fountain
Portable Toilet
Picnic Tables
Pavilion | <input type="checkbox"/> Eagle Park
11182 Co. Rd 139
Fishing Pier
Canoe Access
Picnic Area
Picnic Tables
Portable Toilet |
|--|---|---|---|

APPLICANT

Please review and sign Park Rental Policy & Agreement on backside of this page.

(For Office Use)

DATE - Application Received: _____
RENTAL Fee: Cash or Check # _____
DEPOSIT: Cash or Check # _____
DEPOSIT - Date Returned: _____ KEY - Date Issued: _____
KEY - Date Returned: _____

Resident \$75.00: 101-41800-34110, 101-45122-36221, SALES TAX G101-20505
Non-Resident \$150.00: 101-41800-34110, 101-45122-36221, SALES TAX G101-20505
Event \$125.00/\$150.00: 101-41800-34110, 101-45122-36221, SALES TAX G101-20505

City of Rockville – Park Rental Policy & Agreement

By signing this agreement, the renter agrees to adhere to the following requirements and agrees to accept the consequences for his/her failure to do so.

1. **Park hours.** Renters are permitted to use the rented facilities between the hours of 7:00 a.m. to 10:00 p.m. Renters may be ejected from the facilities during the hours not permitted.
2. **Certificate of Liability Insurance or evidence of liability insurance & Alcohol.** At the time of application, the Renter must provide Rockville City Hall with a Certificate of Liability or written proof that the renter carries liability insurance, from their home owners insurance, listing the City of Rockville as additionally insured. (As a renter you are asking your insurance company to extent liability to the City of Rockville for that day you are renting). If alcoholic beverages are going to be served, this also needs to be stated on the Certificate of Liability. The renter will be subject to ejection and prosecution for the consumption of intoxicating beverages by minors, whether it is occurring with or without the renter’s knowledge. Absolutely no sale of intoxicating beverages is permitted. Absolutely no keg beer allowed in any city park. The renter shall indemnify and hold the City harmless for any liability introduced by the consumption of alcoholic beverages upon city property during the rental period.
3. **Nuisance.** The Renter is responsible for the conduct of guests during the rental period, causing a public nuisance may, at the discretion of the Sheriff Department, be grounds for ejection from the facilities.
4. **Parking.** Parking is permitted in designated areas only. Overnight parking in parks is prohibited.
5. **Trash.** Trash containers will be provided. Renters must ensure that all refuse is placed in these containers. Renter is responsible for removal of any refuse that will not fit in refuse containers. City employees will dispose of trash in the containers at the end of the event. No GLASS allowed.
6. **Keys.** Keys to the park facilities must be returned to City Hall the next business day immediately following the rental date. Renters shall be responsible for the cost of replacing lost or damaged keys, or re-keying the facilities. If preferred, renters may return the key by depositing it in the drop box located at the City Hall.
7. **Damage and deposit.** There is a \$200.00 deposit required in addition to the rental fee, which shall be returned only if City Staff determines that all conditions of this Rental Agreement have been met. The Renter’s responsibility shall not be limited to the amount of the deposit. In the event of a violation of this Rental Agreement, the deposit may be retained to recover the administrative cost of recovering damages from the Renter, which shall be in addition to the deposit amount. The City may require a larger deposit and/or proof of insurance, and/or other security approved by the City, if it is determined that the use proposed will likely cause damage to the park facilities, and such damage is greater than \$200.00.
8. **Adult.** Renters must be at least eighteen years of age, and the event must be supervised by a responsible adult eighteen years of age or older at all times.
9. **Facilities rented.** The City’s park system requires a substantial annual cost, with most of the usage occurring on weekends. Most of the events for which shelters are rented also occur on weekends. The Renter is advised that the facilities for which rental fees are paid, reserves only the park shelter. The only rest rooms for each park are located in the shelter at Community Ball Field and portable toilets at all other city parks; all patrons must share them respectfully. The Concession Stand building at the Community Ball Field is not for rent. If a renter encounters a conflict, they are encouraged to contact the Sheriff’s Department’s non-emergency number, 320-251-4240.
10. **Refunds.** There are no refunds in part or in whole of rental fees, whether due to inclement weather, messy facilities, or for any other reason. At times the shelters are rented for several consecutive days by different patrons, so the condition of the shelter is dependent upon how well the previous renter adheres to this Rental Agreement. If the facility has not been adequately cleaned when the Renter takes occupancy, they are encouraged to photograph the preexisting condition to assist the City in dealing with that previous renter. You will be expected to leave the shelter and grounds in good condition at the end of your event.
11. **Event.** An Event is defined as any “Sanctioned Event” such as a tournament, race, advertised event, or any event that charges for participation.

With your signature, the above terms are accepted.

Renter Signature

Date