

City of St. Robert-Parks & Recreation Department



FACILITY RESERVATION APPLICATION

Please Read before Filling out Application

RULES AND REGULATIONS FOR USE OF CITY FACILITIES

RESERVATIONS

Reservations are taken on first paid, first served basis.
Reservations should be made at least 14 days prior to rental date.
You must be at least 21 years old to rent any facility.
Reservations are not confirmed until deposit is made.
Deposits need to be paid at the time reservation is made.
Deposits and rental fees can be paid separately.

DEPOSITS

In addition to the rental fees, all groups will be charged a Security Deposit for each usage. The deposit covers damage and clean up of the facility. Deposit is refundable within three working days after your event. A refund check will be mailed to you, once the Center is cleared.

Automatic forfeiture of deposits will occur under the following conditions:

- 1) Building is left unsecured (unlocked)
- 2) Property damage to the facility or equipment, furnishing or decorations.
- 3) Trash left in the building or property.
- 4) Facility must be cleaned immediately after your event.

REGULATIONS

Applicant is responsible for removal of all decorations and property.
All tables and chairs (stacks of 12) are to be stacked in the appropriate closet.
Floor must be swept. All spills are to be cleaned.
Smoking is not permitted inside the building.
No decorations may be fastened to the ceiling or ceiling light fixtures.
Do not use tape, tacks or other fasteners on the ceiling or walls.
The tables may be decorated with such items as tablecloths, balloons or other freestanding decorations.
All materials brought into the premises should be flame resistant.
Simulated smoke machines are not allowed in the hall.
Open flames are not permitted.
Lights must be turned off.
All doors must be locked.
Trash must be taken out to dumpster; liners replaced.
Kitchen must be cleaned.
All cleaning supplies must be returned to the proper location; mop buckets MUST emptied.

City of St. Robert-Parks & Recreation Department



St. Robert Community Center Fees

Deposit

Deposit must be paid at the time of reservation.

Reservations Are Made On A First Pay, First Serve Basis.

\$100 Cash or Check ONLY,

Everyone to include Non-for-profit Organizations and City Employees, are required to pay the deposit

Once the Center is cleared we will refund your deposit by check in the mail.

Rental Fees

4 Hours:	\$50.00
8 Hours:	\$75.00
12 Hours:	\$100.00

Special Events such as; Concerts, Trade Fairs, Any Event Charging Admission, or ANY Event Deemed By The City To Be Considered A Special Event, will pay double the amount of above fees.

4 Hours:	\$100.00
8 Hours:	\$150.00
12 Hours:	\$200.00

Rental Fees Waived for Non-for -Profit Organizations; **MUST** present a tax form to show tax exempt status.

ASSUMPTION OF LIABILITY AGREEMENT TO HOLD HARMLESS

The applicant assumes the entire responsibility and liability for losses, damages and claims arriving out of injury or damage to the applicant's display, equipment and other property brought upon the premises of the City and shall indemnify and hold the City, agents, and employees from any and all such losses, damages and claims.

INSURANCE

For your protection, you may wish to obtain public liability insurance while using City property to indemnify against loss resulting from bodily injury and property damage.

Your Insurance agent can assist you in obtaining this insurance. A copy of the insurance certificate should be filed with the City of Saint Robert. The Applicant acknowledges that the City does not maintain insurance covering the applicant's property and that it is the sole responsibility of the applicant to obtain business interruption and property damage insurance covering such loss by applicant.

AGREEMENT TO ABIDE BY RULES AND REGULATIONS

In the event the applicant is a corporation, association, club, society, or group the person signing this agreement for such entity represents to the City that he/she has full authority to sign such contract and, in the event that he/she is not authorized, that he/she will be personally liable for faithful performance of this agreement. The Terms and Conditions, together with the attached rules and regulations shall constitute a contract between applicant and the

City of St. Robert-Parks & Recreation Department

City of St. Robert facilities. I understand and plan for the group I represent to apply to all the above and attached rules.



FACILITY RESERVATION APPLICATION

Applicant Name _____

Phone: _____ **E-Mail:** _____

Address: _____

Type of Activity: _____

Rental Date: _____ **In Time:** _____ **Out Time:** _____ *(Time periods include set-up and clean up)*

Utilizing:

- Ball Field** **Tables#** _____ **Chairs#** _____ **Sound System**
 Dance Floor (306 sqft) **Kitchen** **Marquee Sign** *Fill out sign request*
 Stage

(For Office Use Only)

Deposit Paid: _____ **Cash/Check:** _____ **Date of Deposit:** _____

Rental Paid: _____ **Cash/Check:** _____ **Date of Rental Payment:** _____

City Official: _____ **Date:** _____

In the event of an emergency/disaster the Community Center is the designated Red Cross Shelter. If an emergency/disaster should occur reservations are subject to cancellation with limited notice. Deposits and rental fees will be returned.

Applicant Signature: _____

Date: _____

City of St. Robert-Parks & Recreation Department



Marquee Sign Request

Date to begin message: _____

End Date (Date after your event): _____

Message: (Keep it as short as possible) _____

Applicant Signature: _____

Office Use Only

Arrived at It Dept: _____