

**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):     /     /

Mon

Tues

Wed

Thu

Fri

Sat

Sun

Time Slot Requested: \_\_\_\_\_

9 am – 3 pm

4 pm – 10 pm

9 am – 10 pm

**SECOND CHOICE FACILITY, DATE & TIME**

Facility Requested: \_\_\_\_\_

Date Requested (MM/DD/YY):     /     /

Mon

Tues

Wed

Thu

Fri

Sat

Sun

Time Slot Requested: \_\_\_\_\_

9 am – 3 pm

4 pm – 10 pm

9 am – 10 pm

**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.**