

River Heights City Park and Pavilion Use Policy

River Heights City is dedicated to serving its citizens and allowing them to use the City Park and Pavilion. In order to maintain a secure and well maintained facility the following Park and Pavilion Use Policy has been established and must be followed.

Deposits, Fees, and Cancellations:

- A per day park use fee will be charged to groups of 20 or more wishing to use the park and surrounding area for personal events, such as family gatherings, socials, or private club meetings.
- The park will be cleaned prior to your reservation. However, the City can't guarantee the cleanliness of the facility at the time of your reservation.
- A deposit will be required in addition to the park use fee. Deposits will be returned after inspection of park, pavilion, and restrooms and return of the restroom key. Failure to leave the area clean and undamaged will result in forfeit of the deposit.
- Renters agree to pay for damages that occur to the facility, in addition to the deposit.** _____
(initial)
- A cancellation less than 1 week before reservation will result in a forfeit of the rental fee. The deposit is still refundable.
- Fees will be assessed as follows:
 - Use fee: \$35
 - Deposit: \$75

Park, Pavilion, and Restroom Use:

- Rental of the pavilion and surrounding area will entitle users the use of restrooms, electricity, volleyball court, and horseshoe pit.
- The gazebo, tennis courts, playground, ball diamond, and soccer fields may be used by the public on availability.
- Horseshoes and a volleyball are stored in the boys restroom and are available to those renting the park. These items need to be returned to the restroom after use.
- No use or consumption of alcoholic beverages or illicit drugs will be permitted on City property.
- Smoking is not permitted on City property.
- Groups are responsible to leave the area clean and organized.
- The restroom must be inspected and locked upon departure.
- All trash should be disposed of in the City dumpster next to the City shop. The City doesn't provide garbage cans.

IN THE EVENT OF AN EMERGENCY CALL KENT PARKER AT 757-3983

Keys:

- Groups must have one designated individual come to the City Building between the hours of 10:00 a.m. and 2:00 p.m., Monday thru Thursday to pick up a key to the restroom. This person must maintain control of the key at all times.
- Do not lend out the key to anyone.
- Keys are available for pick up one working day prior to the reservation.
- Upon locking and inspecting the restroom after use the key will be dropped into the drop box located to the south of the front door of the City Building.
- There is a \$50 charge for lost or non-returned keys.

Lost or Stolen Property:

- The City of River Heights will not be responsible for the loss or damage of equipment, personal belongings, or other items owned or used by the group using the park.
- Items left for more than 60 days will be utilized or discarded as deemed proper by the City staff.

Park/Pavilion Use Application

Group/Organization: _____

Group Representative: _____

Group/Organization Address: _____

City, State, Zip: _____

Date of Reservation: _____ Hours: _____ # of People: _____

I have read and agree to the terms and conditions listed in this park/pavilion use policy. Failure to abide by this agreement will result in the loss of reserving privileges for the park in the future. I understand that River Heights City assumes no responsibility or liability for accidents or injuries arising from activities conducted at the City Park.

Signature

Staff Initials

Date

Office Use only:

Rent Paid: _____

Date: _____

Deposit Paid: _____

Receipt #: _____

Date: _____

Receipt #: _____

Deposit Refund Amount: _____ Date: _____