

**CITY OF BALDWIN**  
**PARK FACILITIES RESERVATION FORM**  
30239 128<sup>th</sup> Street NW, Princeton MN 55371

Renter \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Email address \_\_\_\_\_

Date requested \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

Number of People Attending Function \_\_\_\_\_

Renter is responsible and must be on site at all times during this event. Renter shall follow all applicable City ordinances & policies including, but not limited to, **City of Baldwin Rules and Regulations for Park Facilities Rental** ("Park Rental Rules") which are incorporated herein by reference. Renter acknowledges receipt of a copy of the Park Rental Rules.

In the event that the park property shall become damaged during Renter's use of the property, for any reason, the Renter shall assume full responsibility for any loss, breakage, or damage caused to the park property.

Renter hereby agrees to indemnify and agrees to save the City harmless from any and all liability and expense, including attorney fees, arising out of Renter's operation, use, or condition of the park property including liability for death or injury to persons, damage to property, strict liability under the laws or judicial decisions of any state or the United States, and legal expenses in defending any claim brought to enforce any such liability or expense.

*Renter by signing this Agreement acknowledges that they have read this Agreement and understand the terms and conditions herein stated and agree to abide by the same. This document is intended to be a legally enforceable Agreement.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Your reservation is unofficial until a completed reservation form is received, all fees and deposits paid, and the City issues a permit. If there is no scheduling or policy conflict pertaining to the date and facility requested, a facility permit will be issued. Please note that some requests may involve City Council approval and must be submitted a minimum of 60 days prior to the event.

**Staff will not be present. The gate will remain locked, and the picnic tables will remain locked together. There are four garbage cans available, and the electric outlets will be turned on for use.**

**For Office Use Only**

Fee Paid Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Check # \_\_\_\_\_ Receipt # \_\_\_\_\_

Deposit Paid Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Check # \_\_\_\_\_ Receipt # \_\_\_\_\_

Deposit Returned Date: \_\_\_\_\_ Returned by (check one): Mail \_\_\_\_\_ Shred \_\_\_\_\_ Pick-up \_\_\_\_\_

**CITY OF BALDWIN  
RULES AND REGULATIONS  
FOR PARK FACILITIES RENTAL**

**Responsibility for rented park facility:**

The individual named on the Park Facilities Reservation Form and/or the group in whose name the permit is issued ("Renters") shall be held jointly responsible for any use to which a facility is rented and shall accept responsibility for all damage done to City property.

Renters at all times shall follow these rules and regulations as well as all restrictions stated in the City's Ordinance entitled *"An Ordinance Governing Parks Under the Jurisdiction of the Baldwin Town Board."* (Copies available upon request.)

The City assumes no liability for loss of personal property, damage, injury, or illness incurred by individuals or groups when park facilities are being used for a rented activity.

The City reserves the right to exercise supervisory authority and to prevent unauthorized or illegal activities on City property. The City shall not be responsible for interruptions of the use of the park facilities for reasons beyond its control and reserves the right to cancel this rental for reasons of public safety or convenience.

The use of park facilities shall be restricted to those spaces specifically requested on the rental permit issued by the City. Other groups or activities may take place at the same time in another portion of the park. All groups using City park facilities are asked to have respect for each other's space.

Renters must be on site during the event and shall assume full responsibility for any damage to the rented park facility.

No person who had not attained the age of 21 years shall be allowed to rent a park facility.

No markings or the application of materials to walls, ceilings or floors of park buildings shall be permitted.

**Parking:**

Parking is available in designated areas. Groups that underestimate their numbers of guests may not have adequate parking. There shall be no parking on grass or driving on trails.

**Clean up of facility is responsibility of renter:**

Clean up of the park facility is the responsibility of the renters. Wipe off tables and benches as needed, place trash in containers, or haul away anything else necessary to leave the facility in a clean and orderly fashion. Renters shall return to the City the rented park facilities to the same condition of cleanliness as when the renters first used it. Renters shall indemnify the City for all damage to the rented park facility or its contents that occurred while the space was used by the renter and shall reimburse the City for all costs it incurs as a result of the renter's failure to abide by this requirement.

It is the responsibility of the renters to make sure the rented park facilities are left in good condition for the next renter or they may lose their cleaning deposit. If additional staff time, beyond that necessary for normal cleaning is required to clean the park facility, an additional charge for City personnel and cleaning supplies and excess garbage pick-up and or removal in excess of the cleaning deposit will be charged to the renters. The City recommends that the renters document the condition of the site when leaving by taking photos with a time stamp.

Equipment or materials brought in by groups should be brought on the day of rental and taken out the same day or night. No storage of personal property is allowed.

Renters shall, if applicable, please double check that all doors are locked before they leave. If the building is left unsecure and vandalism occurs, renters will be held responsible.

Renters are required to move at their own expense materials, equipment, furnishings, or rubbish that cannot be contained in the trash receptacles provided. No equipment or supplies may be left beyond end time without prior City approval.

**Cancellation and refund policy:**

Picnic reservations, and field/tournament reservations will not be refunded due to rain or inclement weather. All reservations apply to cancellation policy:

- 30 days or more in advance of rental day: 80% refund.
- Less than 30 days in advance of rental date: No refund.
- A \$10.00 Administration fee will be charged to all refunds.

**Damage:**

In the event of damage to the premises, the damage will be documented with photos and any repair bills will be charged to the renter who has signed the application to rent the park facility.

## **Reservation Fees:**

All fees must be paid at the time of reservation.

Pavilion (accommodates approximately 30-75 people)

All Day Rental

\$125 per day

Up to 4 Hours

\$75 for event

Cleaning Deposit (refunded after inspection)

\$100 (separate check)

Issues? Please call City Council Member Tom Rush at 763-234-1917