

# WAKEFIELD BUILDING RENTAL GUIDELINES AND RESPONSIBILITIES

## Please respect & care for facilities by following these facility rental guidelines:

- **Absolutely no driving is allowed on park pathways.**
- No person may drink intoxicating liquor in a place open to the public within the city. (*Ordinance Sec. 6-112*)
- Tobacco & vapor products **are not allowed** in the park or park buildings.
- Glitter, confetti, feathers, play dough, soapy bubbles, silly string, helium filled balloons, and/or piñatas **are not allowed** inside park buildings.
- Painter's tape is the ONLY adhesive product allowed inside the building. Push pins, putty & thumbtacks may not be used in park buildings.
- Facility use, including setup and cleanup, is limited to specific reservation times listed on rental permit.
- In respect to our neighbors, we **do not allow** amplified music outside the park buildings.
- No animals (other than service animals) allowed in park buildings.

## Rental Party responsible for the following tasks at the end of reservation time:

- Clean servery amenities including; kitchen counter, sink, coffee maker, microwave, refrigerator & floor area. Paper towels, broom and dust pan provided for use.
- Sweep the floors of the servery and community room. Scrape off any food stuck to the floors.
- Place all garbage & recycling in provided containers, contact facility staff if additional bags are needed.
- Wipe off all tables and chairs used & notify facility staff of any major spills.
- Remove all items **not belonging to the facility** by the end of scheduled rental time.

## Maplewood Parks & Recreation provides:

- Facility Supervisor to service rentals prior, during and following rentals.
- Room set-up of tables and chairs as requested.
- 40 cup coffee maker, microwave, refrigerator, trash & recycling receptacles, and basic cleaning supplies.

## Rental & Refund Policy:

- Reservations must be made at least 14 days in advance of your desired rental date.
- Rental party may have access to the facility during the time listed on rental permit, **not any earlier or later.**
- A temporary keycard will be issued when the damage deposit is collected and must be turned in to the Facility Supervisor upon arrival at the building on the day of your rental.
- Payment in full is required at the time of reservation.
- Cancellations made at least 46 days prior to scheduled reservation date will receive a 75% refund.
- Cancellations made 30-45 days prior to scheduled reservation date will receive a 50% refund.
- No refunds will be issued for cancellations made 29 or fewer days prior to scheduled reservation.
- Refunds granted, at our discretion, only for weather conditions deemed severe (e.g. tornado, excessive snow).

## Liability:

- Permit holder is liable for all conduct of rental group. This includes any damage, loss or breakage as a result.