

## SCHRIER PARK RESERVATION POLICY

- A refundable security deposit of \$100.00 is due at the time of making your reservation (see cancellation policy). The deposit is a separate fee and not applied towards rental fees. Failure to pay the deposit in the time specified could result in cancellation of the reservation. The deposit will be refunded within four to six weeks if the facility and surrounding grounds are left in proper condition and time limits are to be adhered to as well as no other Parks Rules and Regulations are broken.
- All rental fees are due in full at the time of making your reservation.
- Fee schedule: rental time **must** include set-up and tear down time
  - \$190 for the first 3-hours
  - \$50 for each additional hour
  - Maximum daily rental fee of \$400
  - A \$25.00 per hour rental fee is charged for non-profit group **meetings** (Scouts, soccer groups, organized clubs, etc.) attended by fewer than 50 people.
- **CANCELLATION POLICY – The security deposit is non-refundable if reservation is canceled at any time for any reason. The rental fee will be returned if canceled before 1 month prior to your event otherwise any later cancellation will result in 100% forfeiture of the rental fee.**
- Building capacity: 124 people. There are 13 tables and 124 chairs.
- The pavilion and restrooms are **smoke-free**. Please extinguish all smoking materials before entering the building and refrain from littering the grounds with cigarette butts.
- The reserving party is responsible for unlocking and locking the building. **Keys will be issued in the Parks Department the day of the reservation (or the Friday before for weekend reservation dates) and must be picked up between 8:00 a.m. and 4:30 p.m. by the reserving party. You may only access the facility during your rental time.**
- Decorations may be fastened to the building with adhesive tape, **zip ties and command strips** as long as it doesn't result in any damage to the building.
- When using the fireplace, be sure to open the damper before starting a fire. When you leave the building, leave the damper open and a Park Ranger will close it after your post rental inspection. Firewood is provided in the storage room. You must bring your own kindling and starter.
- Keys are to be returned promptly in person to the Drop Box outside City Hall by the Treasury exit door.
- The facility is heated but does not have air conditioning.
- **Cleaning Instructions:**
  - Tables and chairs must be cleaned off and stacked neatly in the storage room
  - Make sure grounds immediately outside the pavilion are litter-free
  - Decorations and tape should be removed from walls, tables and windows
  - Lights should be turned off at the end of the rental period
  - Garbage should be placed in the trash receptacles provided. All garbage should be bagged, tied and left outside the building by the main entry doors. Extra garbage bags are located in the southeast storage room.
  - Floors should be left in proper condition – if you spill anything, please sweep and/or mop to make floors presentable
  - Lock all windows and doors.

