



City of Roosevelt Park GAZEBO RENTAL POLICY

*AMENDED: 10/24/2024
EFFECTIVE: 12/01/2024*

- The City, not wishing to condone one religion over another, excludes all religious services from occupying the gazebo.
- The gazebo shall not be used for political activities other than those conducted by the City.
- There shall be no possession or consumption of alcohol or marijuana in the gazebo or any city park.
- **Private gatherings** will be scheduled for residents of the City of Roosevelt Park only and are limited to **6 rentals** in a calendar year. This excludes groups/nonprofits who have made special arrangements.
- The gazebo may only be used from 8:00 AM to 10:00 PM.
- There shall be no bikes, inline skates, skateboards, etc. used in the gazebo.
- No inflatables of any kind.
- Noise should be kept to a minimum. Singing and musical instruments should be kept at a level consistent with the needs of those in attendance to hear.
- No food shall be prepared in the gazebo, i.e., no grills, etc. allowed **inside** the gazebo.
- Failure to adhere to the rules as established by this Gazebo Rental Policy shall result in the confiscation of the deposit and possibly denial of the individuals and/or group's future use of the gazebo.
- The applicant is responsible for the cost of repairing damage to the gazebo and surrounding area. If the deposit is insufficient, legal action will commence for the remaining balance.
- Individuals and/or groups using the gazebo are responsible for cleaning and leaving the gazebo in ready to use condition, i.e., remove all decorations, pick up garbage and generally clean the area.

Groups using the gazebo agree to save and hold harmless the City of Roosevelt Park and its agents from any and all liabilities or responsibilities arising from incidents related to the use or the gazebo or grounds. It is further understood and agreed by all users of the gazebo that the City of Roosevelt Park assumes no obligation regarding the use of the premises by the users.

The City of Roosevelt Park reserves the right to determine who shall and shall not use the gazebo. The city can deny the use of the gazebo if in the City Council's judgment the particular request for facility use is not in the best interest of the community.

No individual, association, or organization organized for profit, shall be allowed to use the gazebo for any activity which is intended to result in a profit to said individual or group, or which is used for the purpose of conducting solicitation of funds, donations, bingo, or other activities designed to raise funds for any purpose. This paragraph shall not prevent an individual and/or group from requesting nominal donations from persons attending any function for the sole purpose of paying for expenses actually incurred in holding said function.

RENTAL RATE INFORMATION

Private Gatherings

A \$50 refundable security deposit required at time renter picks up reservation signs. This can be cash, check or money order. **Security deposit will be forfeited if reservation signs are not returned.**

Daily Fee - \$100.00

8:00 am – 10:00 pm. Early set up is not allowed.

Mona Shores Public Schools:

Mona Shores Public Schools **student group** activities are not required to pay a rental fee or deposit.

Non-Profit/Charitable Organizations:

Non-Profit and Charitable organizations meeting the following criteria are not required to pay a rental fee.

1. The organization is a designated 501(c)3 agency.
2. The organization is located or chartered in the City of Roosevelt Park.
3. Reservations are not available for Fridays, Saturdays, or Sundays.
4. Reservations are limited to one (1) per month at no charge.
5. The organization may be required to have a refundable security deposit on file.

Application Procedure/Requirements:

1. An application form may be obtained at City Hall.
2. Scheduling of the facility will be on a first come, first serve basis. However, the City reserves the right to reschedule groups to meet the needs of the City (i.e., Elections, City functions).
3. The full amount of the rental is due at the time of application. Reservation date will be blocked when application and payment are turned in at City Hall. The security deposit is due when reservation signs are picked up at City Hall.
4. All individuals and/or groups are required to pick-up the reservation signs at City Hall during regular business hours on the day of the reservation or the previous business day if reservation is for a day City Hall is closed.
5. Reservation signs must be returned to City Hall front desk the first business day after the event. Lost signs will result in a forfeiture of security deposit.
6. All event cancellations must be made in writing at least 30 days prior to the event date for a full refund. Cancellations made less than 30 days prior to the event date will be issued a refund for **half** of the rental amount. Refunds will not be given for same day cancellations or failure to pick up reservation signs during business hours.