

RENTAL FORM

Person Responsible _____
 Organization (if applicable) _____
 Address _____
 Home Phone _____ Work Phone _____
 Email _____ Cell Phone _____
 Approximate Attendance _____
 Purpose _____



FEES FOR USE

- Non-Profit**
\$11.00 / hour
- Plymouth Resident**
\$47.20 / hour (includes tax)
- Non-Resident**
\$61.14 / hour (includes tax)

KEY / DAMAGE DEPOSIT

\$200 deposit (required)

A refundable key/damage deposit is required for each rental. It is the user's responsibility to ensure the facility is left in good condition after use. The deposit will be returned or credited back to your credit card within four weeks of the rental if the following conditions are met:

- Building key is returned (next business day).
- Shelter is left in good condition:
 - room cleared of any materials brought in by user(s).
 - Floor swept
 - tables and chairs cleaned if necessary and put away.
 - all debris must be placed in trash containers outside or hauled away.
- No damage was incurred.

USER TYPE & FEES

- Plymouth Non-Profit (NP) \$11.00 / hour + \$200 deposit
- Plymouth Resident (R) \$47.20 / hour + \$200 deposit
- Non-Resident (NR) \$61.14 / hour + \$200 deposit

All rentals require a minimum of 2 hours. If your event runs over the allotted rental period, you will be charged for the extra time. The additional fee will be deducted from your deposit.

USER TYPE	REQUEST DATE	START TIME	END TIME	TOTAL HOURS	FEE DUE

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 described facilities for reasons beyond its control, and reserves the right to cancel this permit for reasons of public safety or convenience.

I (We) represent and agree that I (we) have read and understand the information regarding the use of this Plymouth facility, including cancellation procedures, liabilities and responsibilities assumed, times and curfews, and maximum room capacities.

Specifically, and without limiting the generality of the foregoing, the holder of this permit agrees to save, defend and hold harmless the City for any damages to City personnel, facilities, equipment or other City property, or to the property and/or person of any third party resulting from the use authorized hereby. The City shall not be liable for death or injury of any such person occurring as a result of the use of the facilities authorized hereby.

Signature _____ Date _____

PLEASE RETURN THIS FORM TO:

PLYMOUTH PARKS & RECREATION
3400 Plymouth Boulevard
Plymouth, MN 55447

OFFICE HOURS:
Mon-Fri: 8 am-4:30 pm

OFFICE USE ONLY

Check # _____ Credit Card # _____ Exp. _____
 Deposit Pd. _____ Fee Pd. _____ Rec'd By _____ Date _____
 Key # _____ Key Returned Date _____

CITY OF PLYMOUTH
Parks & Recreation 

3400 Plymouth Boulevard
Plymouth, MN 55447
Phone: 763-509-5200
Fax: 763-509-5207
www.plymouthmn.gov

OFFICE HOURS:
Mon-Fri: 8 am-4:30 pm



Plymouth Parks & Recreation is committed to improving the quality of life for all residents, young and old, and has therefore adopted a tobacco-free policy that states: "No person shall use tobacco products on city-owned property, park facilities, open space, or joint city/school district properties, except within the confines of a vehicle in a designated parking area."

The Bass Lake Building multi-purpose room may be rented by civic organizations and private groups pending availability. The following policies and regulations are in place to ensure the proper use of the facility, so that it may be equally enjoyed by all.

FACILITY INFORMATION

- **Bass Lake Building – maximum occupancy of 65.**
- Available for Rent: Monday - Sunday, 9 a.m. to 9 p.m. **(2 hour rental minimum)**. *Not available for sales or fund-raising events. Fees are indicated in the column on the right.*
- Informal meeting room with a rubber floor, electrical outlets located throughout the room. There are **no kitchen facilities available**.
- Tables/Chairs: 8 rectangular tables and 50 chairs on site. You may bring additional chairs and tables as needed.
- Use of alcohol, tobacco products and/or illegal drugs is not permitted on City property (includes all indoor and outdoor park areas) at any time. If you violate these conditions, your rental fees and building deposit will be forfeited.
- Motorized vehicles or machines are to remain in designated parking lots and roadways. They are NOT allowed on park turf, trails or fields.
- Firearms are not permitted on City property at any time.
- Sound amplification requires prior approval and must be in compliance with City Codes.



FACILITY USE REQUESTS

- **FACILITY USE REQUESTS:** may be made up to 90 days in advance but **must be made at minimum 2 weeks prior to rental**. The individual signing the use request must be a competent adult (*21 years of age or older*) and agree to abide by all City codes and policies.
- **RENTAL TIME:** All requests should include enough time for set-up and clean-up of the event. Use of facilities shall be restricted to the space, times and dates listed on the permit.
- **PAYMENT:** Rental fees and key/damage deposit must be paid at the time of request. Rental form must be signed and submitted to the city a **minimum of seven days prior to event**.
- **PERMIT:** A Facility Use Permit will be sent to you confirming approval of your request.
- **CANCELLATIONS:** Minimum cancellation time is 2 weeks prior to the rental. It is the responsibility of the permit holder to ensure that the cancellation notice has been received.
- **REFUNDS:** No refunds will be issued unless cancelled prior to the cancellation deadline indicated above. For all cancellations, a \$25 processing fee will be retained.

BUILDING USE RULES AND REGULATIONS

- **FACILITY ACCESS:** a key to the facility must be picked up during office hours the week prior to the rental. If the key is not picked up, access to the facility is not guaranteed. If non-office hours assistance is provided (*availability not guaranteed*), additional fees will be assessed. Rental fees will not be refunded.
- **SET-UP:** is the responsibility of the individual or organization renting the facility.
 - **Decorations:** attaching any type of decoration (*i.e., streamers, banners, signs, etc.*) to the walls, doors or ceiling of the facility is NOT allowed (*includes nails, tacks, tape and putty*).
- **SUPERVISION:** every group must be under competent and adequate adult (*21 and older*) leadership. Adult supervisors are required to remain with the group at all times and are responsible for the group's conduct.
- **CONDUCT:** DISORDERLY CONDUCT OF ANY KIND IS PROHIBITED.
- **CLEAN-UP:** is the responsibility of the individual or organization renting the facility.
- **LOCK-UP:** Double check doors and windows to ensure they are locked before you leave.
- **DAMAGES:** The individual signing the use request assumes full responsibility for any damages to the building/equipment.
- **LIABILITY:** The City will not be liable for loss, damage, injury, illness or expense incurred in connection with the use of the City facilities under this agreement.



FEES FOR USE

Non-Profit

\$11.00 / hour

Plymouth Resident

\$47.20 / hour (*includes tax*)

Non-Resident

\$61.14 / hour (*includes tax*)

KEY / DAMAGE DEPOSIT

\$200 deposit (*required*)

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