



### **Hours of Rental Use**

- Rental hours available: 8:00am – 10:00pm.
- Monday-Friday: 2 hour minimum.
- Saturday/Sunday: 4 hour minimum.
- Set up and tear down time needs to be included in rental contract time. Renter will be billed for any additional time.
- If additional time is needed for rental, the renter must do this in advance and provide payment.
- Facility will be opened 15 minutes prior to rental contract time.

### **Contracts & Payments**

- Rooms are rented on a first come, first serve basis; advance reservations are required.
- After contract has been sent, the renter has five business days to return the signed contract and provide full payment.
- If no contract and payment is received, it will be assumed that the renter is no longer interested and rental will be removed from the schedule.
- All renters who are non-residents of the City of St. Cloud will be charged an additional fee of 20% of the rental fee, prior to sales tax.

### **Facility Set Up/Clean Up**

- There are 4 main set up options: theatre, class room, square and party style. If renter does not determine a set up style in advance, renter is responsible for room set up.
- The room should look the way it was found, including the kitchen. Please make sure you clean floors, tables, chairs and empty garbage. Broom and Clorox wipes are available in the kitchen.
- The renter is responsible for any damages to the facility and/or equipment. Renter will be charged an additional fee if the room requires extensive cleaning/repairs.
- Preschool Room is not available during rental.

### **Building Attendant**

- Building attendant will be provided for the duration of the rental.
- Please check in with the building attendant at the beginning and end of rental.
- If any questions/concerns or need additional chairs and tables, please ask the building attendant.

### **Decorations & Signs**

- Please do not tape any decorations or signs to the walls. When hanging items, tape to windows, doors or stainless steel only.
- No candles or open flames are permitted.

### **Food & Beverage**

- If using a catering service it must be licensed through the City of St. Cloud.
- All food must be prepared in advance and cannot be given/sold to others that are not in your group.
- Supplies in the kitchen are not included (i.e. forks, plates, napkins, etc.).
- Usage of a grill in the park is permitted. The grill must be at least 15 feet away from the building.
- Absolutely no alcoholic beverages or tobacco products are allowed.

### **Additional Services**

- Wireless internet access is available, please ask building attendant for password.
- Copies can be made at the facility for an additional cost of \$0.25 for black and white, and \$0.45 for color. Please see building attendant for more information.

## **Lake George Municipal Complex Facility Rental Guidelines and Policies**

### **Cancellations**

If a reservation is cancelled 30 or more calendar days before the event, the total fee will be refunded, minus the \$16.00 Administrative Fee. If a reservation is cancelled and fewer than 30 calendar days remain before the event, only 50% of the total fee will be refunded, minus the \$16.00 Administrative fee. Day of the event cancellations for any reasons will not be refunded.

### **Outdoor Event Weather Cancellations**

In the event that poor weather conditions cause the cancellation of a special event, a full refund, minus a \$16.00 administrative fee, will be given, provided that Park and Recreation staff has been notified of the cancellation at least one hour before the start time of the reservation. To notify Park and Recreation staff, call 320-583-7295 and leave a message stating the name of your party, the date and time of event.

### **Alcohol/Tobacco**

Due to the City of St. Cloud ordinances, the use of any alcohol and tobacco products is prohibited for private parties at Lake George Municipal Complex and/or Eastman Park. Renters will be immediately asked to leave with no exceptions. Violators are subject to a \$1000 fine or up to 90 days in jail.

### **Special Events**

Special events include walk/runs, tournaments, concerts or gatherings of 50 or more participants. Larger Special Events that are greater than 500 persons in size or charge admission/registration fees are subject to City Council Authorization and additional event fees or a gate share. If looking to host a special event please contact Park and Recreation Office at 257-5959 to receive a special event application.